USER MANUAL

for CIABOC - Centralized Electronic System for Asset and Liability Declaration

30th March 2026

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01. General Information

1.1 Introduction

The Asset and Liability e-Declaration System represents a significant milestone in the digital transformation of public sector governance and transparency in Sri Lanka. Spearheaded in collaboration with the Commission to Investigate Allegations of Bribery or Corruption (CIABOC), this initiative aims to modernize the declaration process by transitioning from a manual, paper-based system to a secure and efficient digital platform. This system is designed to address the evolving needs of public officials, regulatory authorities, and other stakeholders by providing a streamlined, accessible, and user-friendly interface that aligns with modern digital standards.

The platform incorporates a comprehensive set of features to enhance the submission, management, and verification of asset and liability declarations. Key functionalities include declarant registration and profile management, guided step-by-step declaration submission, built-in validations to minimize errors, and multilingual support in English, Sinhala, and Tamil. In addition, the system facilitates internal workflows for monitoring, vetting, and verification, along with dashboards and reporting tools that support efficient oversight and informed decision-making. These capabilities are intended to improve accuracy, ensure compliance, and strengthen transparency and accountability within the declaration process.

As part of this initiative, a comprehensive user manual has been developed to support users in navigating and utilizing the system effectively. The user manual serves as an essential guide, providing step-by-step instructions to ensure a smooth and efficient user experience. It is designed to cater to a wide range of users, including first-time declarants, returning users, and authorized administrative personnel responsible for system oversight and management.
The introduction of this user manual forms an integral part of the overall documentation strategy. It offers users a clear overview of the system's features and functionalities, enabling them to understand each stage of the declaration process. The manual includes detailed guidance on registration, profile management, submission of declarations, and interaction with system features. By providing structured and easy-to-follow instructions, the user manual aims to reduce complexity, enhance usability, and ensure accurate and timely submission of declarations.

In conclusion, the implementation of the Asset and Liability e-Declaration System marks a pivotal advancement in strengthening transparency, accountability, and efficiency in public sector processes. Supported by this comprehensive user manual, the system is positioned to deliver a reliable, secure, and user-friendly platform. It not only simplifies the declaration process for users but also enhances institutional capacity to manage, monitor, and verify declarations effectively, contributing to a more transparent and accountable governance framework in Sri Lanka.

1.2 Purpose of the User Manual

The purpose of this user manual is to guide users through the functionalities and features of the Asset and Liability e-Declaration System. This manual is designed to assist users in navigating the platform with ease, providing clear step-by-step instructions, helpful tips, and guidance to ensure accurate, timely, and efficient submission of declarations. It also supports users in understanding key system processes, enabling a smooth and reliable experience throughout the declaration lifecycle.

1.3 Target Audience of the User Manual

This user manual is intended for a diverse range of users involved in the asset and liability declaration process, including:

- Declarants (Public Officials): Individuals required to submit asset and liability declarations through the system, who need guidance on registration, form completion, and submission.
- CIABOC Officers: Authorized personnel responsible for monitoring, vetting, verifying, and managing submitted declarations within the system.
- Administrative Users: System administrators who manage user roles, access permissions, and overall system configuration and maintenance.

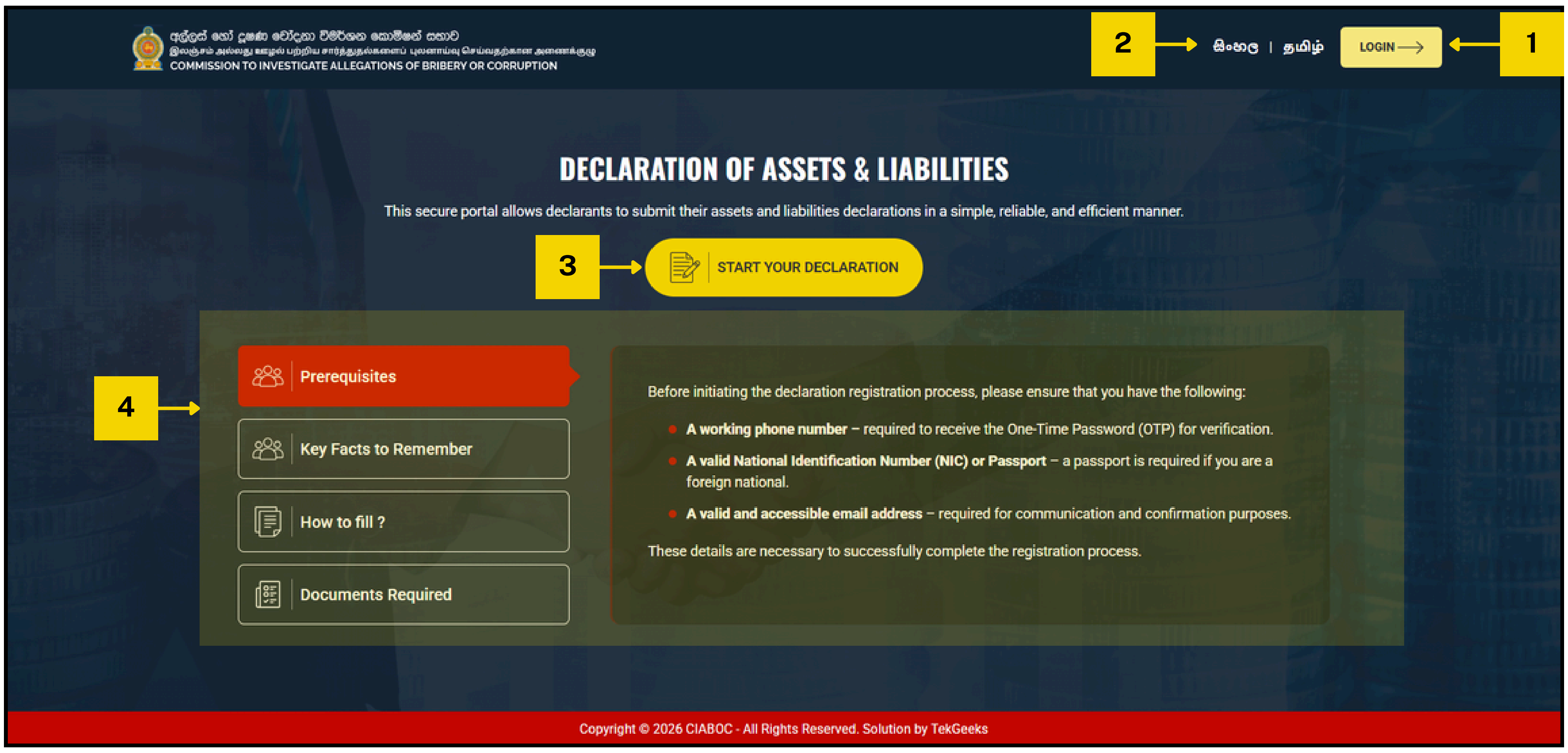
By providing clear and structured guidance, this manual aims to enable all users to efficiently navigate the system, accurately complete their respective tasks, and effectively utilize the platform's features and functionalities.

1.4 Important Notes

- **Mandatory Fields** – Ensure all fields marked with an asterisk (*) are completed before submitting the declaration. The system will not allow submission if required fields are incomplete.
- **Accuracy of Information** – Carefully review all entered details before submission. Ensure that the information provided is accurate, complete, and up to date, as declarations are subject to verification.
- **Validation Messages** – Pay attention to system-generated validation messages and prompts. These are designed to help identify errors or missing information and must be addressed before proceeding.
- **Supporting Information** – Provide all required supporting details where applicable, as incomplete submissions may delay processing or verification.
- **Save and Review** – Use available save or draft options (if applicable) to review your declaration before final submission. Once submitted, changes may be restricted or require formal procedures.
- **Confidentiality and Security** – Do not share your login credentials with others. Ensure that you log out after completing your session, especially when using shared or public devices.

02. Home Page

The Declaration of Assets & Liabilities home page serves as the entry point to the e-Declaration system. It provides users with access to login, language selection, guidance materials, and the option to begin the declaration process.



1 **Login**
Located at the top right corner, the Login button allows registered users to access their accounts.

- Click Login to enter your credentials and continue with your declaration. (refer Section 3)
- New users may be required to register before logging in. (refer Section 3.1)

2 **Language Selection**
Users can switch between available languages (English, Sinhala, Tamil) using the language options at the top.

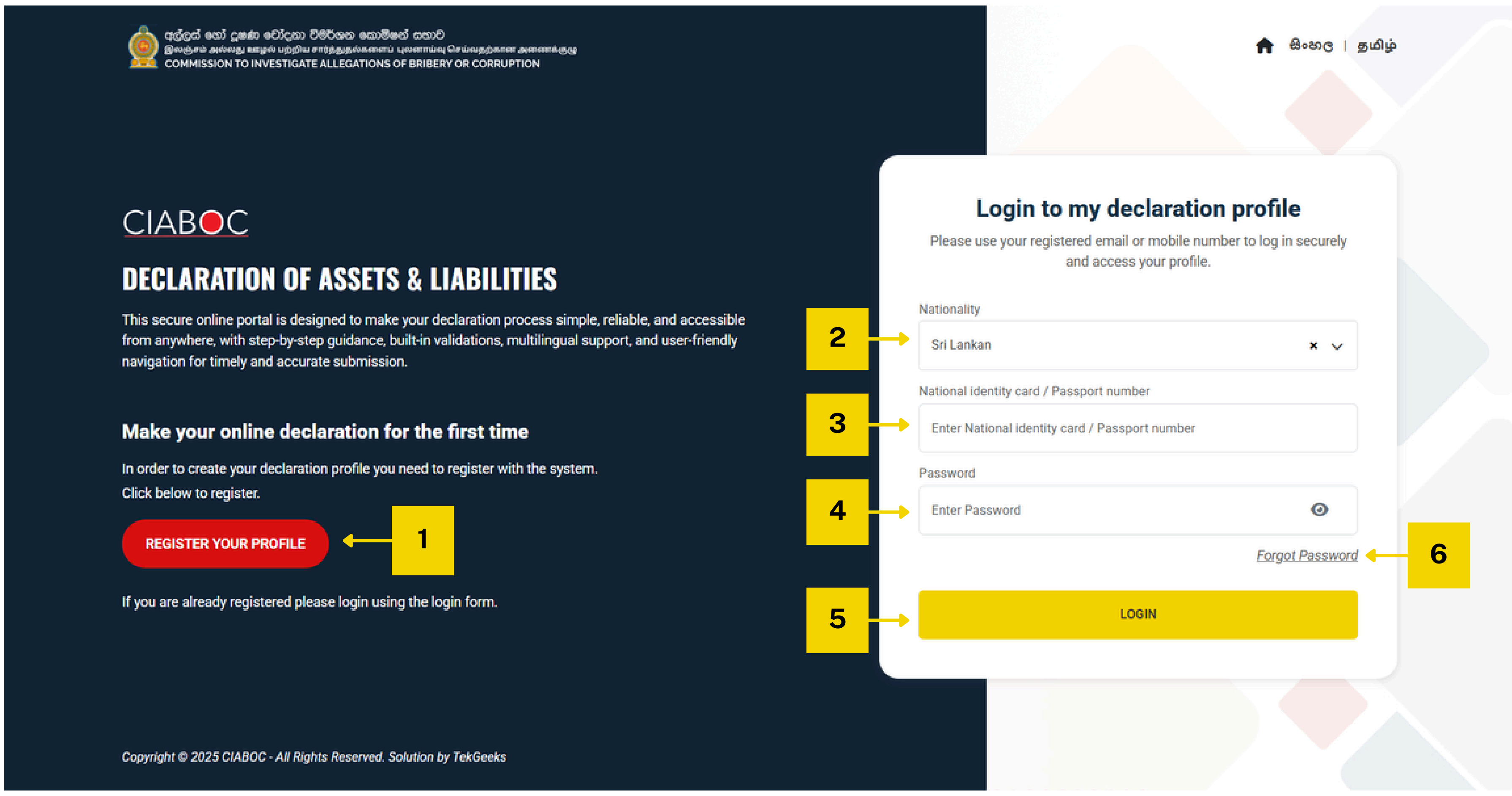
3 **Start your Declaration**
Click the “Start Your Declaration” button to begin the declaration process.

4 **FAQs**
The left-side panel provides helpful resources to assist users before starting the declaration

03. Login

3.1. Login to My Delcaration Profile

This screen allows users to either register for a new account or log in to an existing account to access the declaration system.



1 **Register Your Profile**
Users who are accessing the system for the first time must create a profile. (Refer section 3.2.)

2 **Nationality Selection**
Users must select their nationality from the dropdown list.

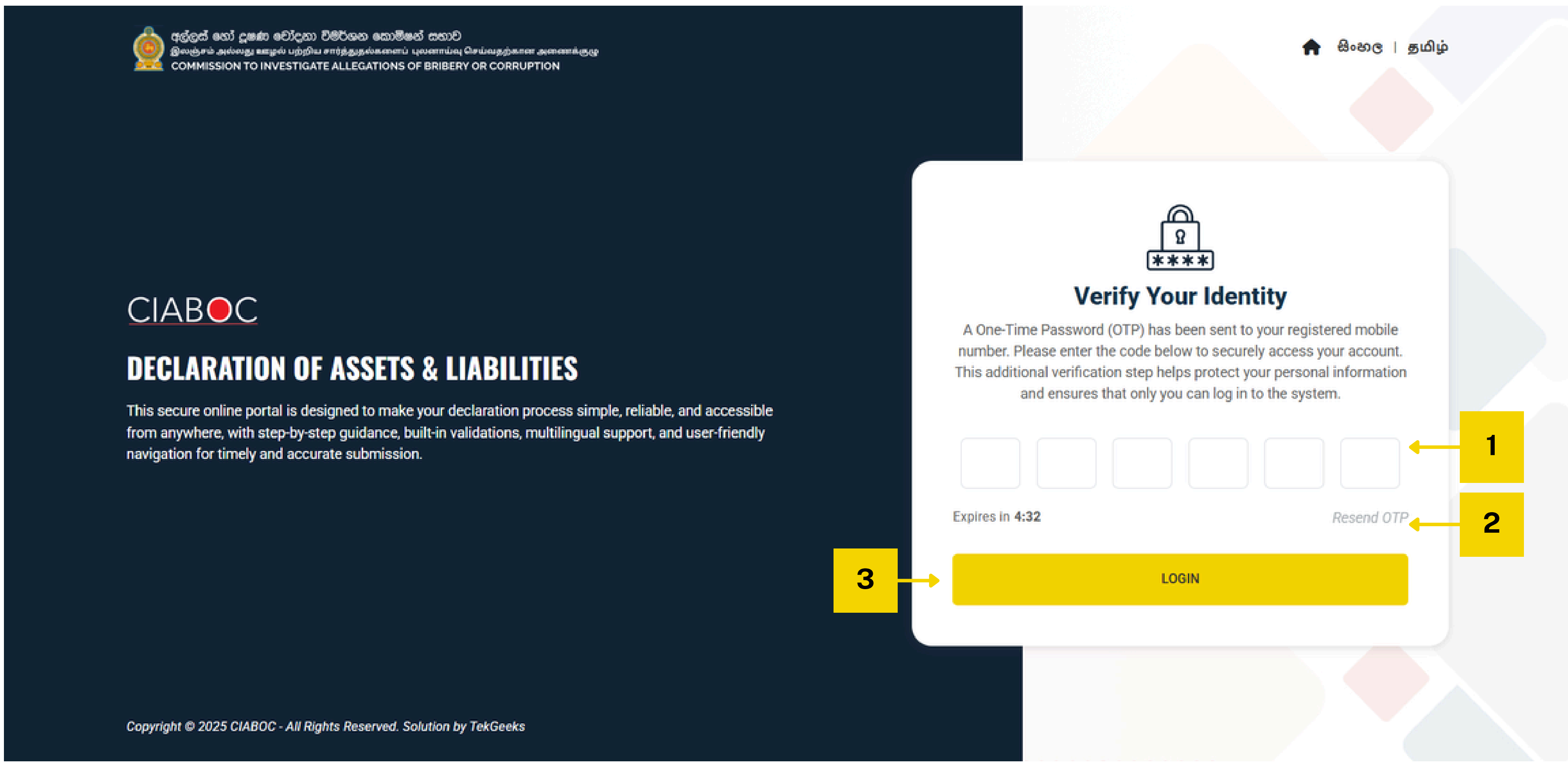
3 **National Identity / Passport Number**
Enter your identification details in the provided field.

4 **Password**
Enter your account password to log in.

5 **Login**
Click to proceed to the next step in the login process. (Refer section 3.1.1.)

6 **Forgot Password**
Click here if you need to reset your password. (Refer section 3.1.2.)

3.1.1. Verify your Indentity

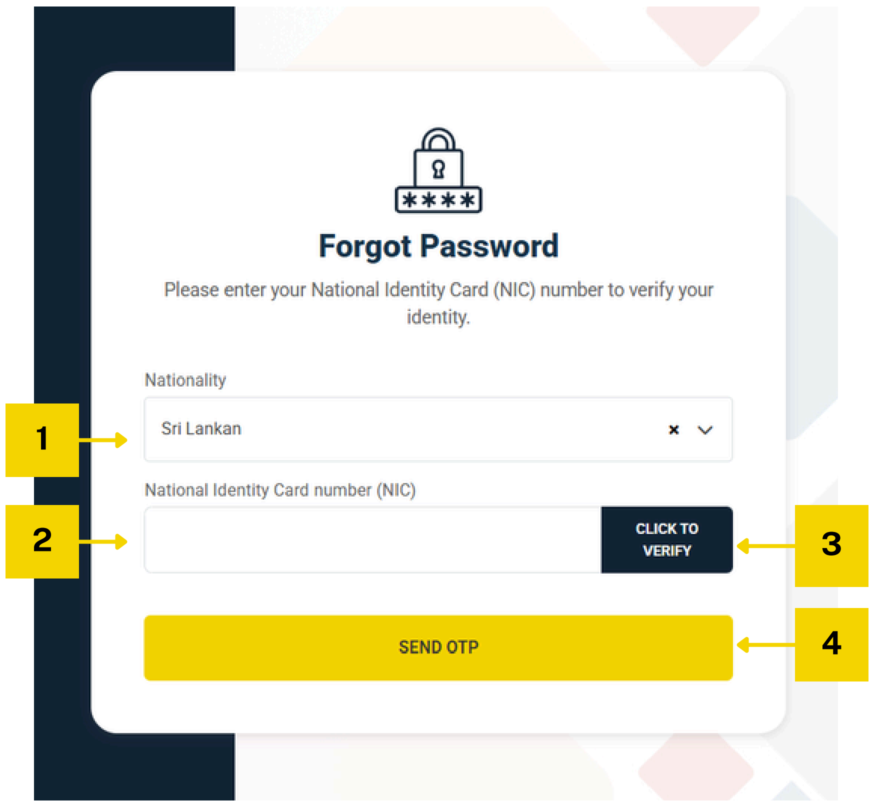


1 Enter the One-Time Password (OTP) sent to your registered mobile number/ email address to verify your identity.

2 **Resend OTP**
Click "Resend OTP" if you did not receive the code or if it has expired.

3 **Login**
Click "Login" to access your account after successful verification.

3.1.2. Forgot Password

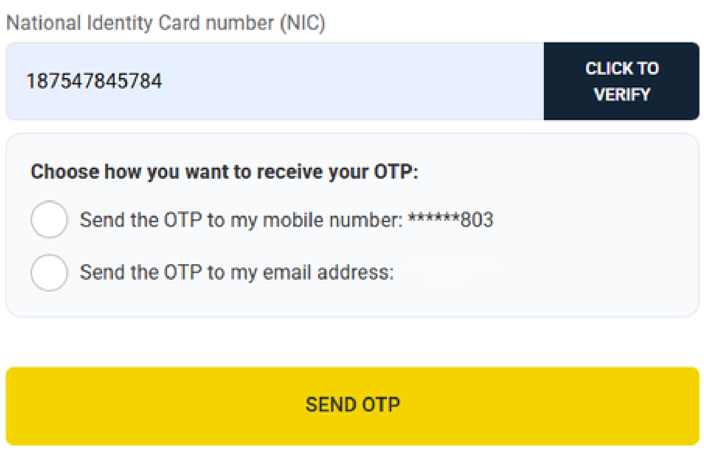


1 **Nationality**
Select your nationality from the dropdown list.

2 **National Identity Card Number (NIC)**
Enter your valid NIC number exactly as it appears on your official identification document.

3 **Verification (Click to Verify)**
Click "Click to Verify" after entering your NIC to validate your details before proceeding.

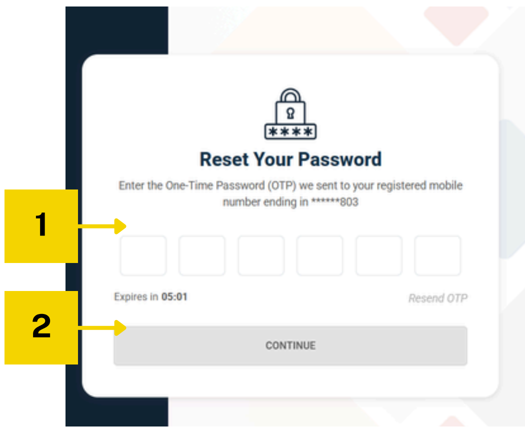
ChooseChoose how you would like to receive the OTP



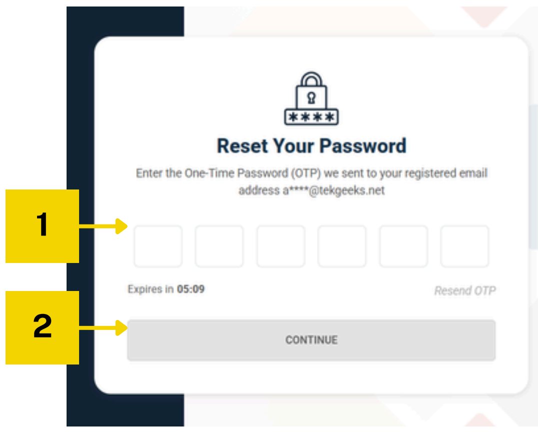
4 **Send OTP**
Click "Send OTP" to receive a One-Time Password (OTP) via your registered mobile number or email address. Refer section 3.1.2.1 to finish the verification process.

3.1.2.1 Reset Password

If mobile number was seclected



If email address was seclected



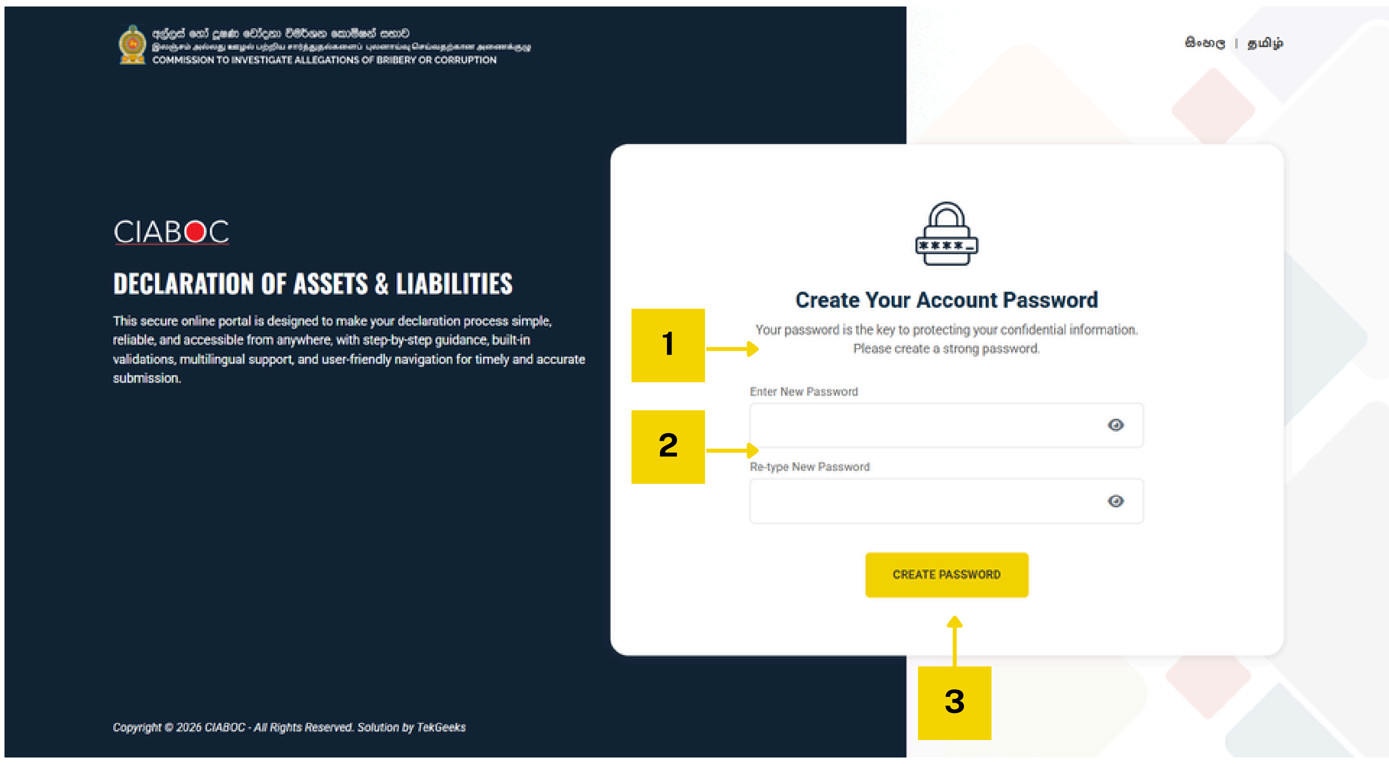
1 **Enter OTP**

Enter the One-Time Password (OTP) received via SMS or email.

2 **Resend OTP / Countdown Timer**

If you did not receive the OTP, wait for the timer to expire and click “Resend OTP” to receive a new code.

3.1.2.2 Create Password



1 **New Password**

Enter your new password. Ensure it meets the required security criteria.

2 **Confirm New Password**

Re-enter the same password to confirm it.

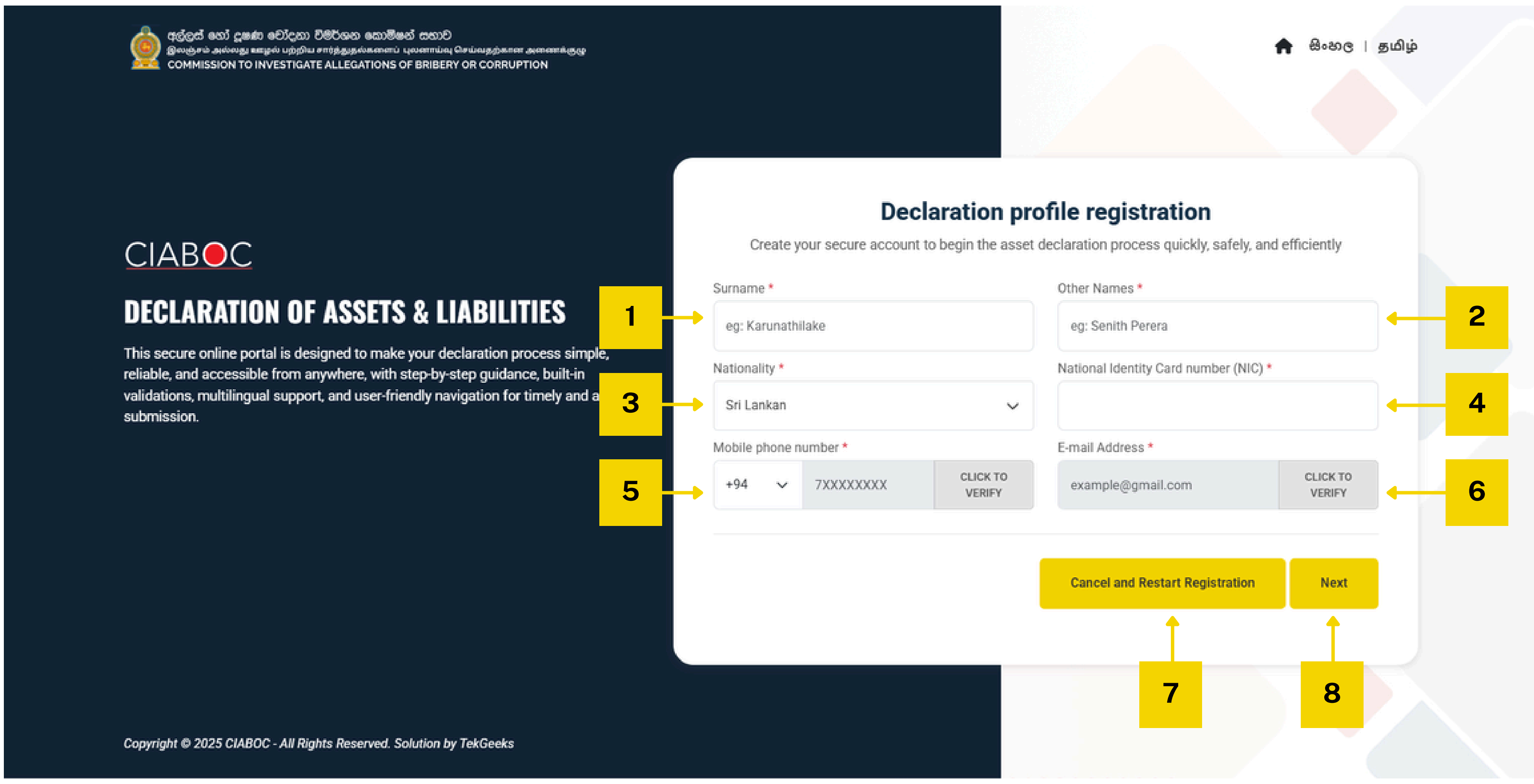
3 **Create Password**

Click “Create Password” to save your new password and complete the reset process.

3.2. Declaration Profile Registration

This screen allows new users to create a secure profile to begin the asset and liability declaration process.

Step 1: Provide the required information to complete your profile registration



1 **Surname**

Enter your surname (last name) in the provided field. Ensure the name matches your official identification documents.

2 **Other Names**

Enter your given names (first name and any additional names). Provide the full name as per your National Identity Card (NIC) or Passport.

3 **Nationality**

Select your nationality from the dropdown list.

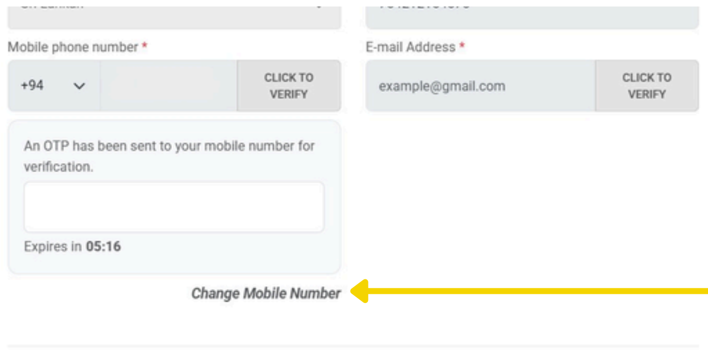
4 **National Identity Card Number (NIC)**

Enter your valid National Identity Card number.

5

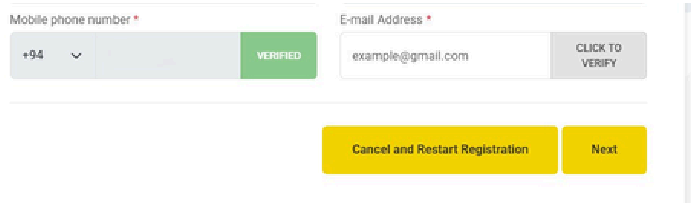
Mobile Phone Number

Select the correct country code and enter your active mobile number. Then click "Click to Verify" to receive a One-Time Password (OTP) via SMS for verification.



Click here to change the Mobile Number

Enter the 6-digit code sent via SMS in the verification field. Ensure you complete this step before the OTP expires.

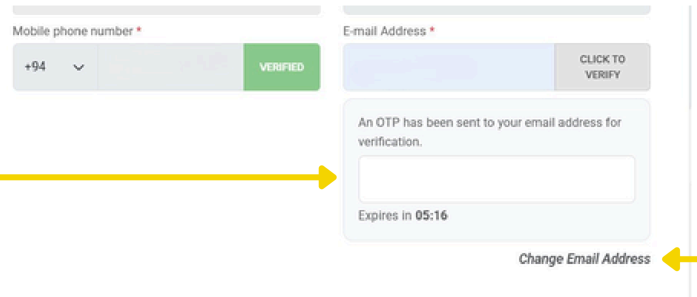


After successful verification, your mobile number will be confirmed and you can proceed to the next step.

6

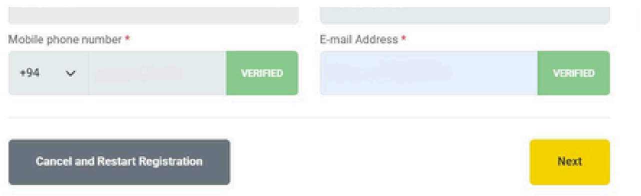
Email Address

Enter a valid and accessible email address. Then click "Click to Verify" to confirm your email address.



Click here to change the Email Address

Enter the 6-digit code sent via email in the verification field. Ensure you complete this step before the OTP expires.



After successful verification, your email address will be confirmed and you can proceed to the next step.

7

Cancel and Restart Registration

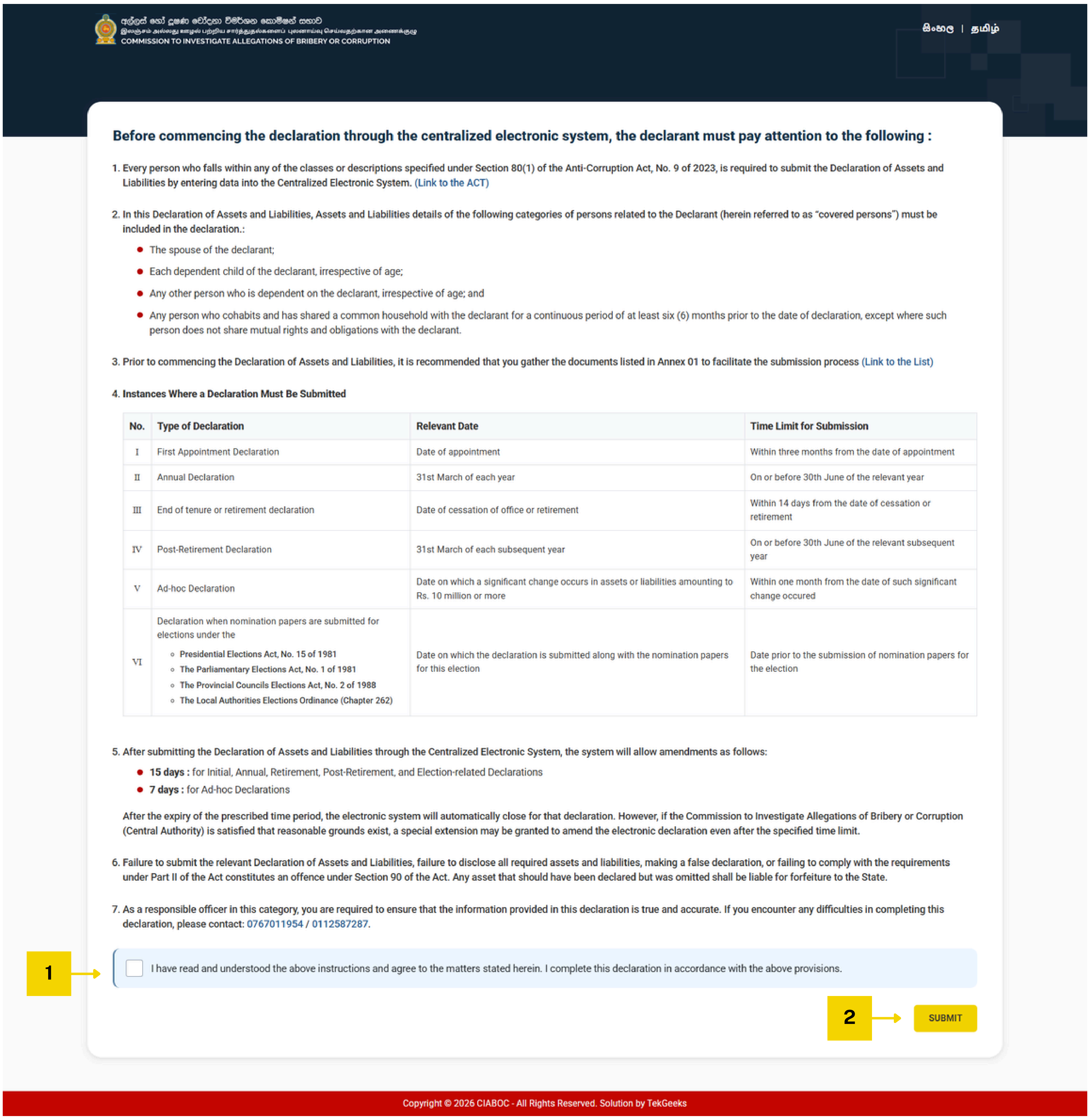
Click this button to clear all entered information and restart the registration process.

8

Next

Click "Next" to proceed to the next step of registration after completing all required fields.

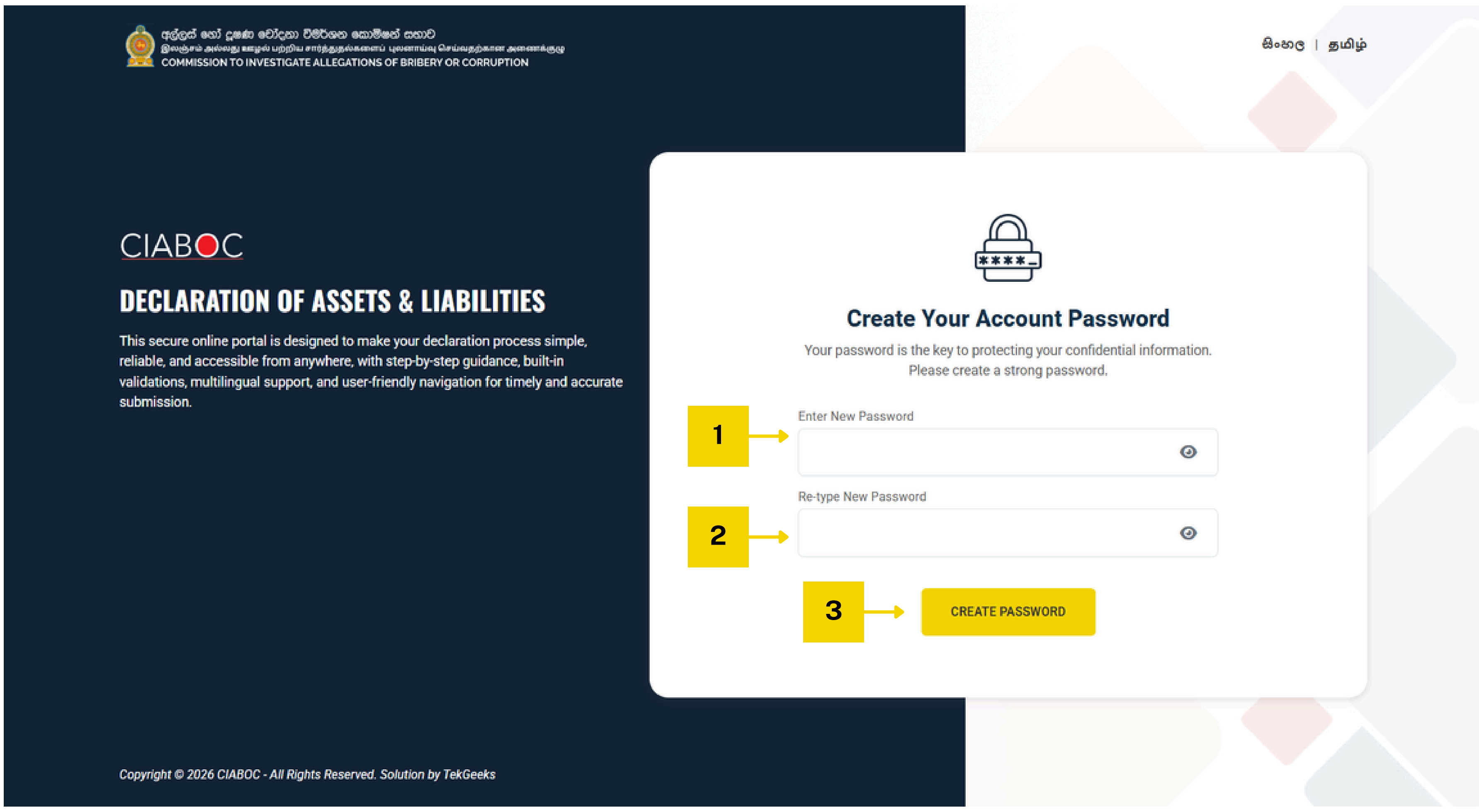
Step 2: Accept the Pre-Declaration Notice



1 Review the Pre-Declaration Notice carefully. Select the checkbox to confirm that you have read and agree to the terms.

2 **Submit**
Click "Submit" to proceed to the next step of the registration process.

Step 3: Create Your Password



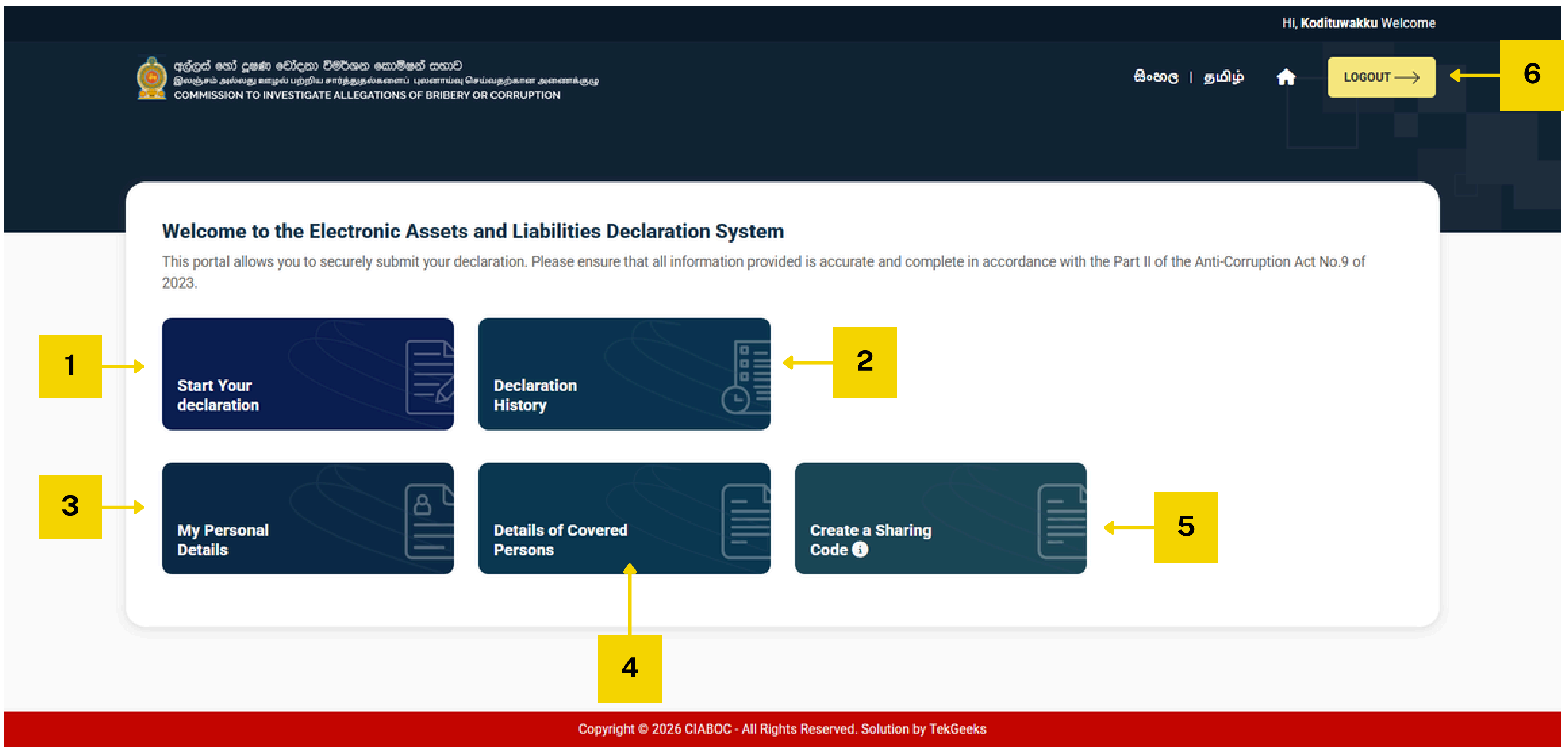
1 **Enter New Password**
Enter a secure password in the provided field.

2 **Re-type New Password**
Re-enter the same password to confirm.

2 **Create Password**
Click "Create Password" to complete the registration process.

04. Dashboard

This dashboard provides quick access to all key features of the declaration system.



1 **Start your Declaration**
Click “Start Your Declaration” to begin a new submission. Refer section 5.

2 **Declaration History**
View, track, and manage your previously submitted declarations. Refer section 6.

3 **My Personal Details**
Access and update your personal information. Refer section 7.

4 **Details of Covered Persons**
Add or manage information related to covered persons included in your declaration. Refer section 8.

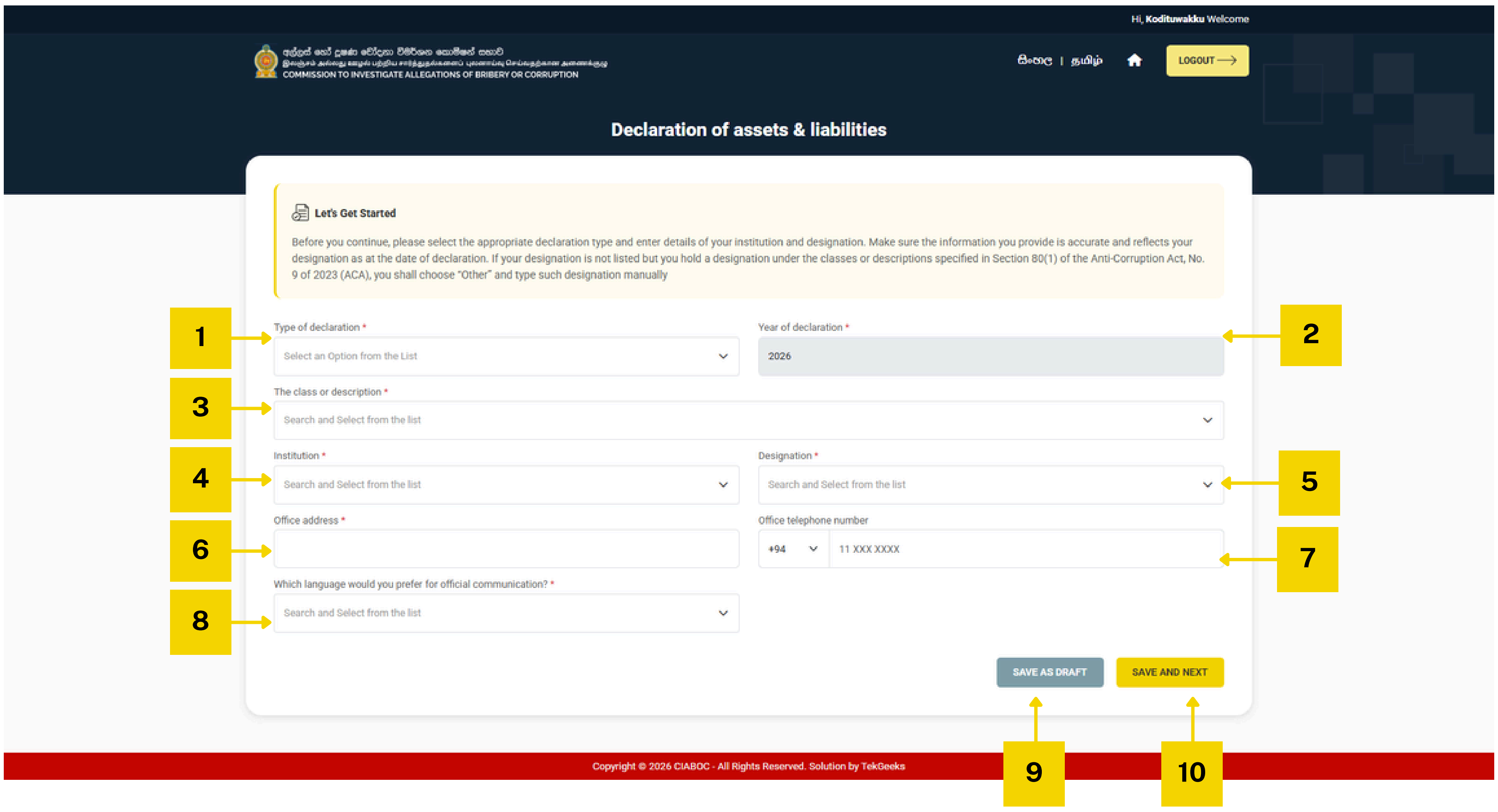
5 **Create a Sharing Code**
Generate a secure code to share your declaration details when required. Refer section 9.

6 **Logout**
Log out from your account.

05. Declaration of Assets & Liabilities

5.1. Declaration Information

This screen allows users to enter the basic information required to begin a declaration. Ensure all details are accurate and reflect your official designation and institutional information.



1 **Type of Declaration**
Select the appropriate declaration type from the dropdown list.

2 **Year of Declaration**
Choose the relevant year for the declaration.

3 **Class or Description**
Select the applicable class or description based on your role.

4 **Institution**
Select your institution from the dropdown list.

5 **Designation**
Choose your official designation from the list.

6 **Office Address**
Enter your official office address.

7 **Office Telephone Number**
Enter your office contact number, including the country code.

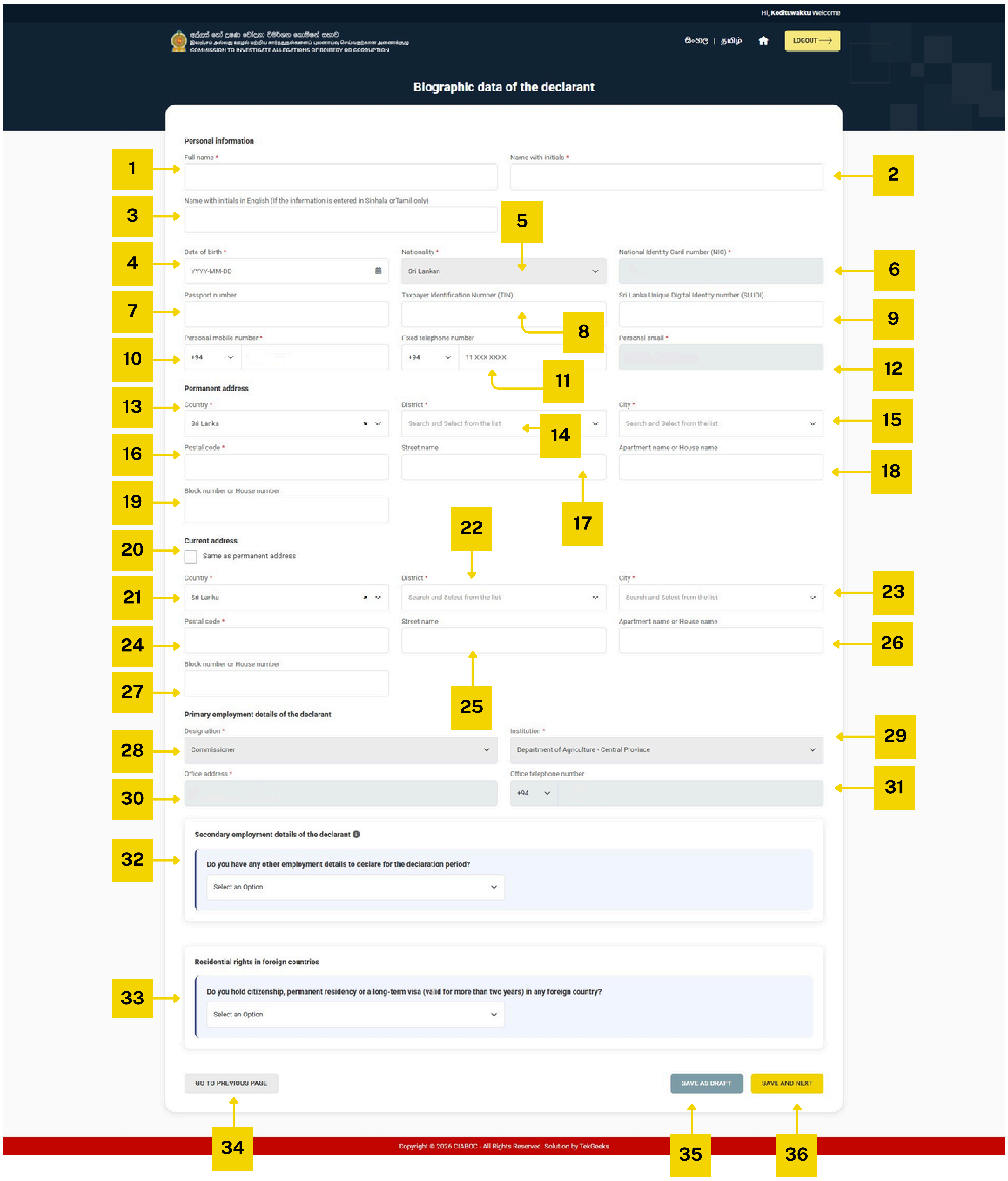
8 **Preferred Language**
Select your preferred language for official communication.

9 **Save as Draft**
Click to save your progress and complete the form later.

10 **Save and Next**
Click to save the entered information and proceed to the next step.

5.2. Biographic data of the declarant

This screen collects the declarant's personal, identification, contact, and employment details. Ensure all information entered matches your official records (e.g., NIC or passport) to avoid verification issues.



1 **Full name**
Enter your full name as it appears on your identification documents.

2 **Name with Initials**
Enter your name using initials (as per official records).

3 **Name with initials in English (If the information is entered in Sinhala or Tamil only)**
Enter your name with initials in English if the information has been provided only in Sinhala or Tamil.

4 **Date of Birth**
Select your date of birth.

5 **Nationality**
Choose your nationality from the dropdown list.

6 **National Identity Card (NIC)**
Enter your valid NIC number.

7 **Passport Number**
Enter your passport number (if applicable).

8 **Taxpayer Identification Number (TIN)**
Enter your TIN, if available.

9 **Sri Lanka Unique Digital Identity number (SLUDI)**
Provide the Sri Lanka Unique Digital Identity number (SLUDI), if available.

10 **Personal Mobile Number**
Enter your active mobile number.

11 **Fixed Telephone Number**
Enter your landline number (if available).

12 **Personal Email Address**
Enter a valid email address.

13 **Country**
Select your country of residence.

14 **District**
Select your district.

15 **City**
Select your city.

16 **Postal Code**
Enter the postal code.

17 **Street Name**
Enter your street name.

18 **Apartment name or House name**
Enter the name of your apartment or house (if applicable).

19 **Block number or House number**
Enter your block number or house number.

20 **Same as Permanent Address**
Select if your current address is the same as your permanent address.

21 **Country**
Select your country of residence.

22 **District**
Select your district.

23 **City**
Select your city.

24 **Postal Code**
Enter the postal code.

25 **Street Name**
Enter your street name.

26 **Apartment name or House name**
Enter the name of your apartment or house (if applicable).

27 **Block number or House number**
Enter your block number or house number.

28 **Designation**
Select your job designation.

29 **Institution**
Select your current employer.

30 **Office Address**
Enter your official work address.

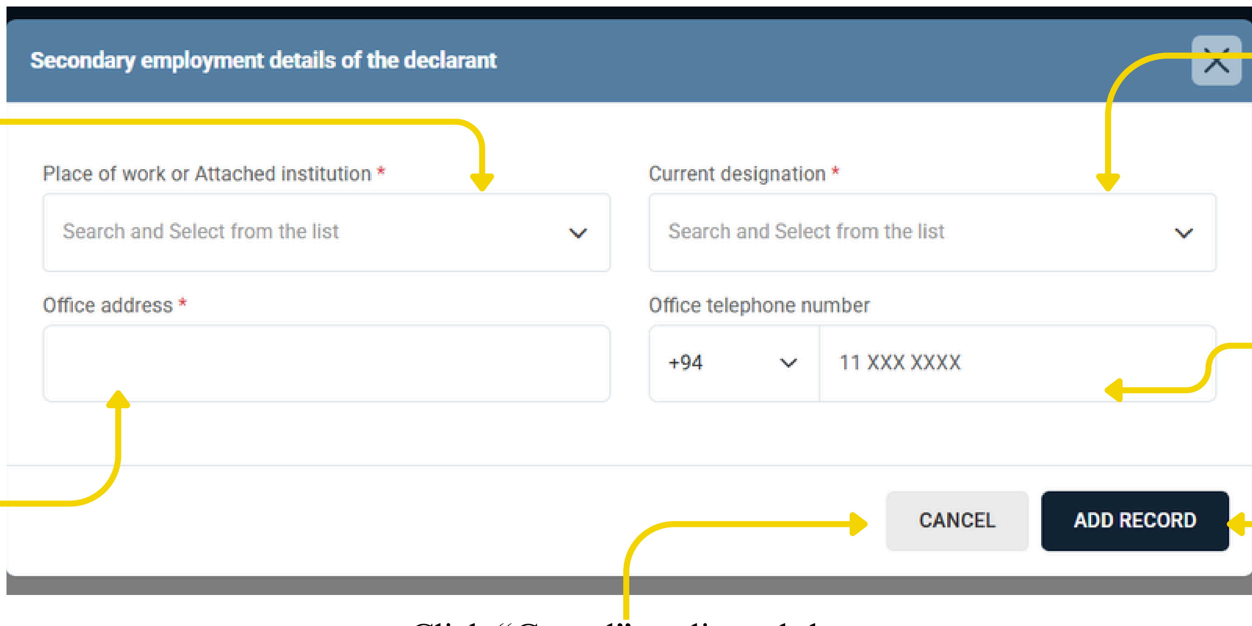
31 **Office Telephone Number**

Enter your office contact number.

32 **Secondary Employment**

Indicate whether you have any other employment during the declaration period.

If you have secondary employment, provide the following details:



Select the relevant organization from the dropdown list.

Select your designation from the list.

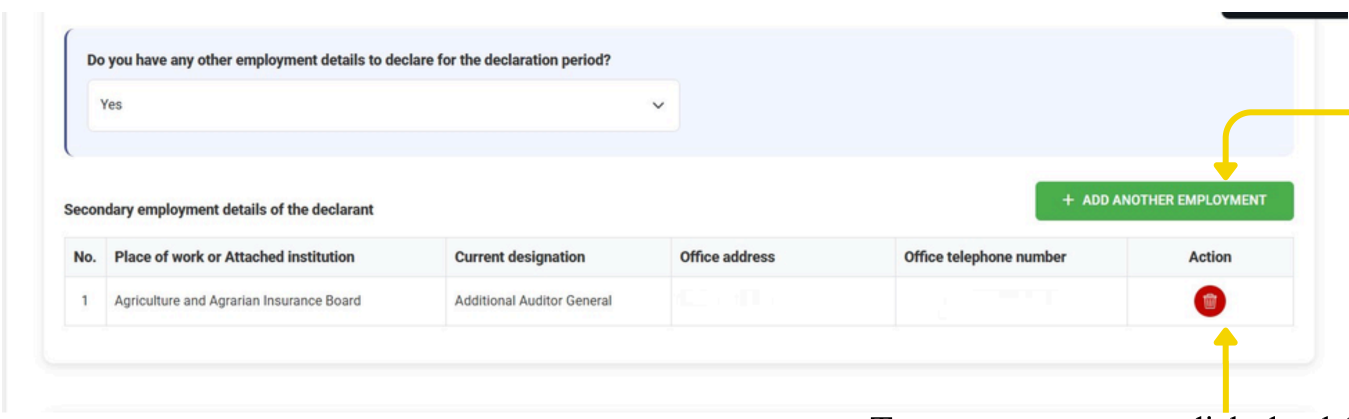
Enter the contact number, including the country code.

Enter the official address of the institution.

Click "Cancel" to discard the entered information.

Click "Add Record" to save the entered details.

If you have more than one employment:



Click "Add Another Employment" to enter additional employment details.

To remove an entry, click the delete icon next to the record.

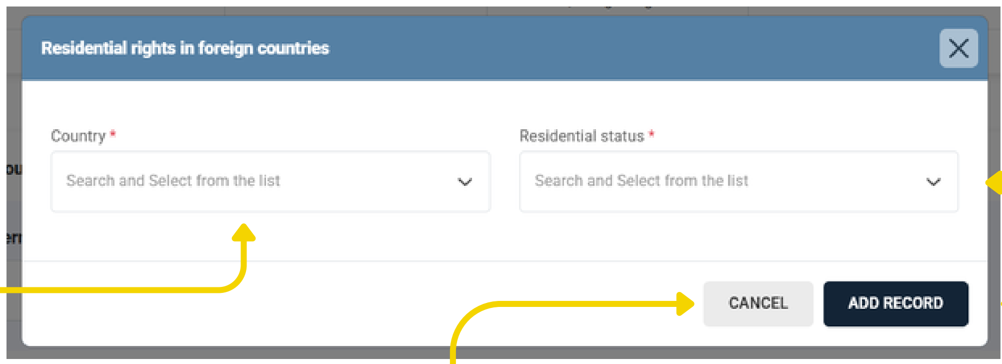
33

Residential Status in Foreign Countries

Specify if you have held foreign residency or long-term visas.

If you hold a foreign residency or long-term visas, provide the following details:

Select the Country from the dropdown list.

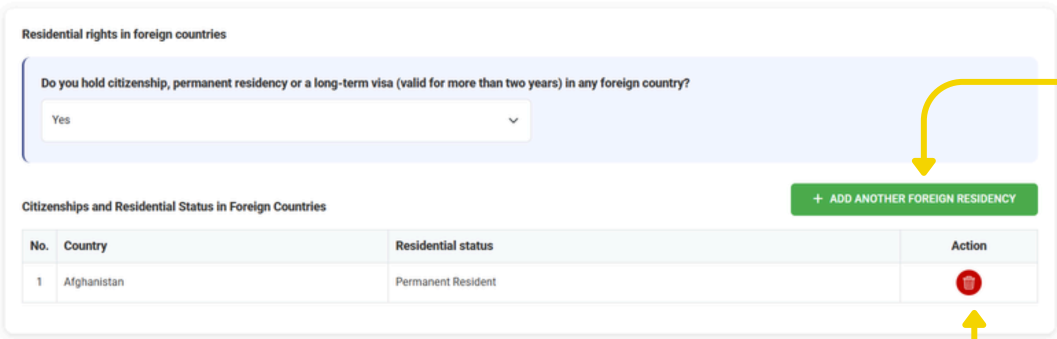


Select your Residential Status from the list.

Click "Cancel" to discard the entered information.

Click "Add Record" to save the entered details.

If you hold more than one foreign residency:



Click "Add Another Foreign Residency" to enter additional details.

To remove an entry, click the delete icon next to the record.

34

Go to Previous Page

Return to the previous step.

35

Save as Draft

Click to save your progress and complete the form later.

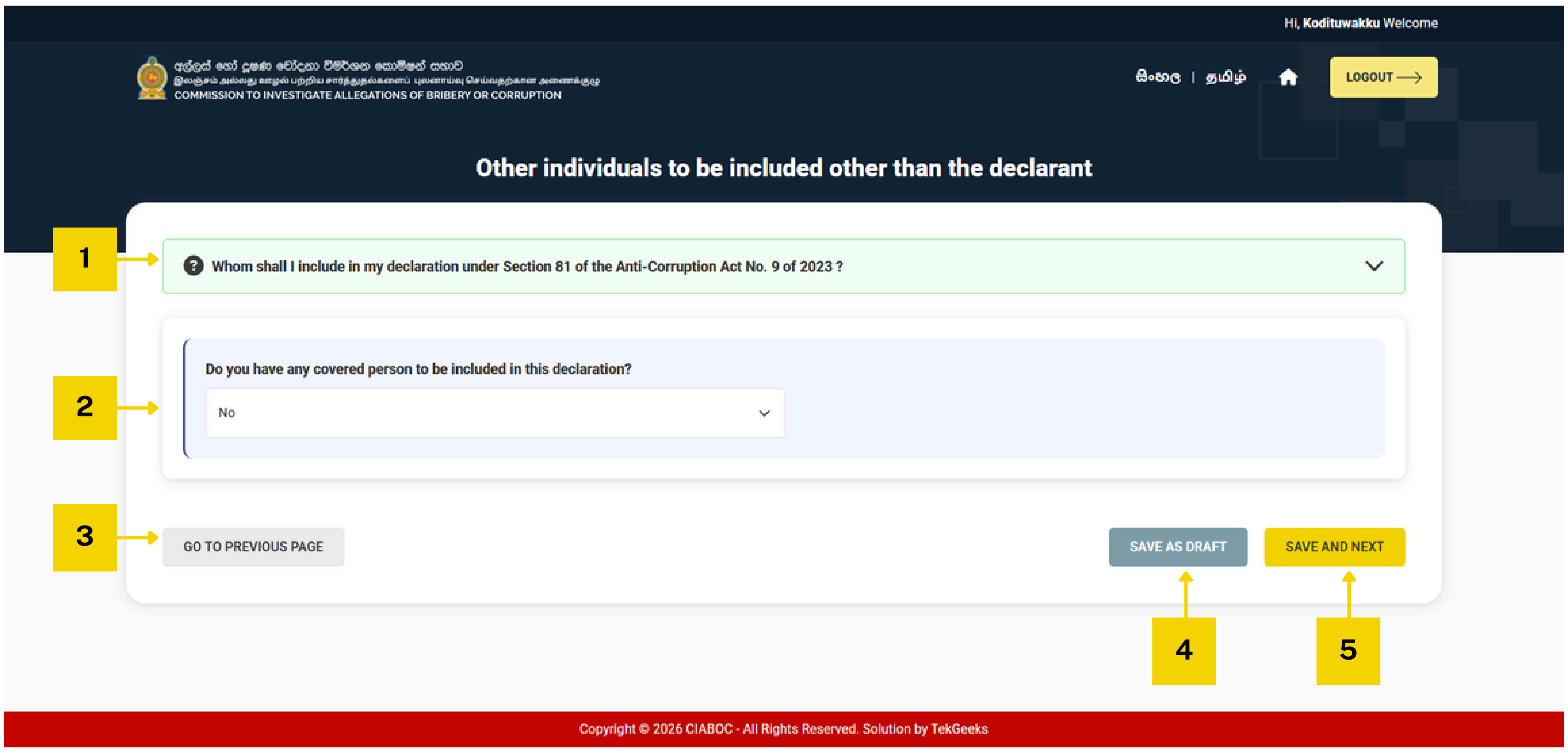
36

Save and Next

Click to save the entered information and proceed to the next step.

5.3. Other individuals to be included other than the declarant

This section allows you to specify whether there are any additional individuals (covered persons) to be included in your declaration, as required under the relevant regulations.



1 **Review Guidance**
Refer to the provided information to understand who should be included as covered persons under the applicable section of the Act.

2 **Do you have any covered person to be included in this declaration?**
Select "Yes" or "No" to confirm whether you have any covered persons to include in this declaration. If you select "Yes", refer section 5.3.1.

3 **Go to Previous Page**
Return to the previous step.

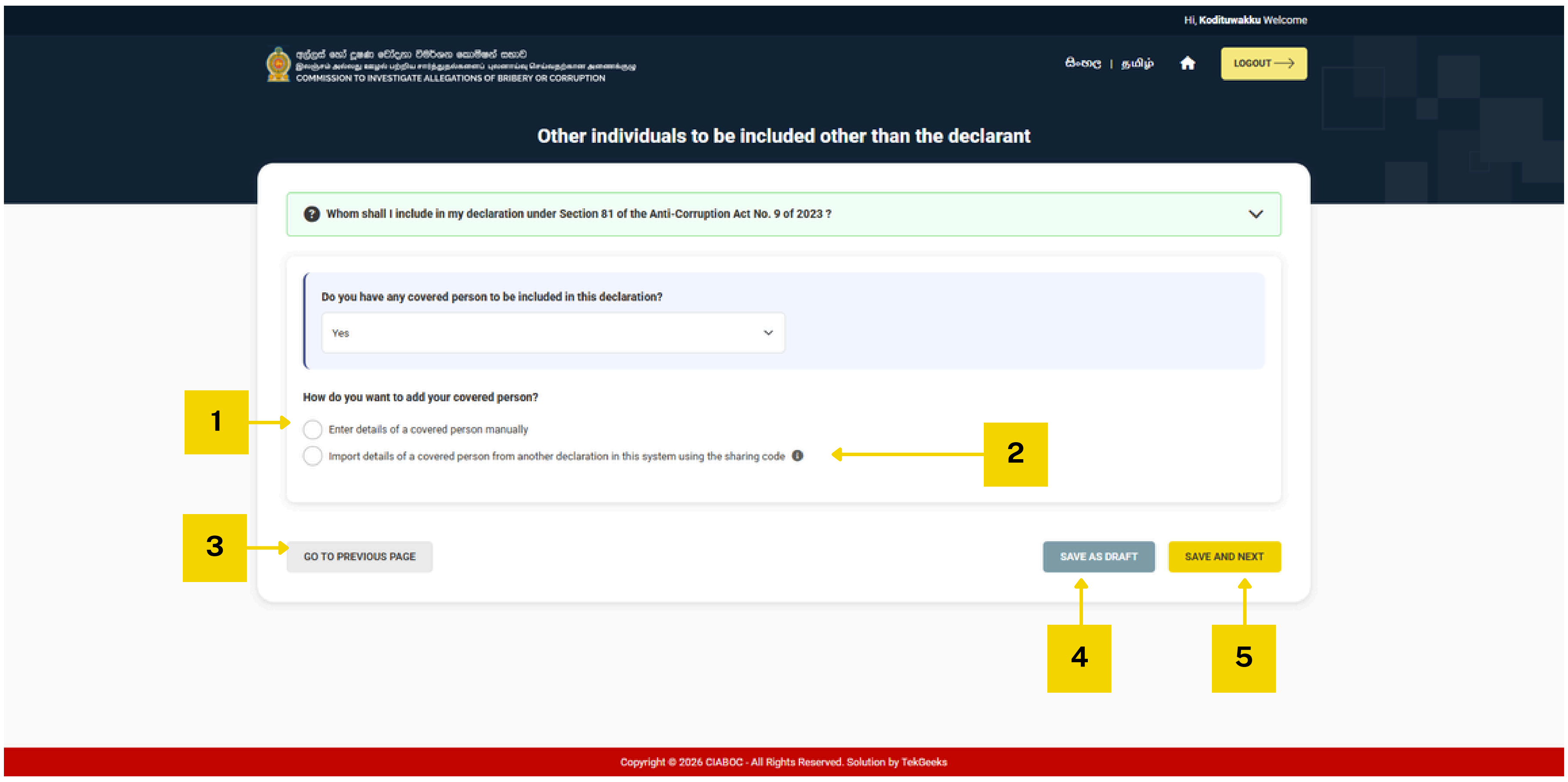
4 **Save as Draft**
Click to save your progress and complete the form later.

5 **Save and Next**
Click to save the entered information and proceed to the next step.

5.3.1. Covered Persons for the Declaration

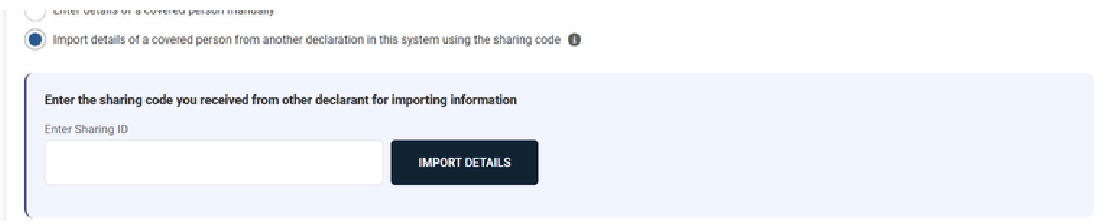
If you select “Yes”, choose how you would like to provide the details:

- Enter details of covered persons manually, or
- Import details from a previous declaration (if available).

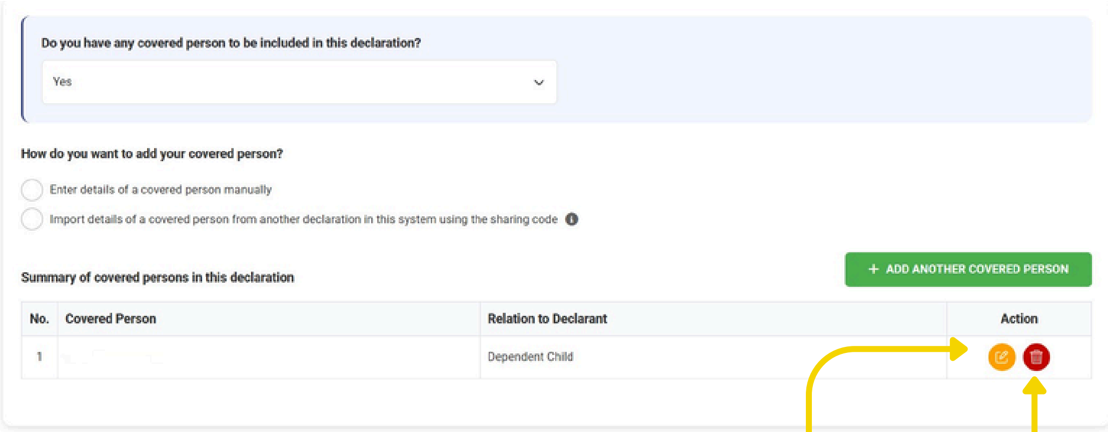


1 **Enter details of a covered person manually**
Selcct to add Details of a covered person manually. Refer section 5.3.1.1

2 **Import details of a covered person from another declaration in this system using the sharing code**
Enter the Sharing ID to Import the details, and click on the Import Details button. For guidance on generating a Sharing ID, please refer to Section 9.



If you have more than one Covered person:



Click “Add Another Foreign Residency” to enter additional details.

To edit an entry, click the edit icon next to the record.

To remove an entry, click the delete icon next to the record.

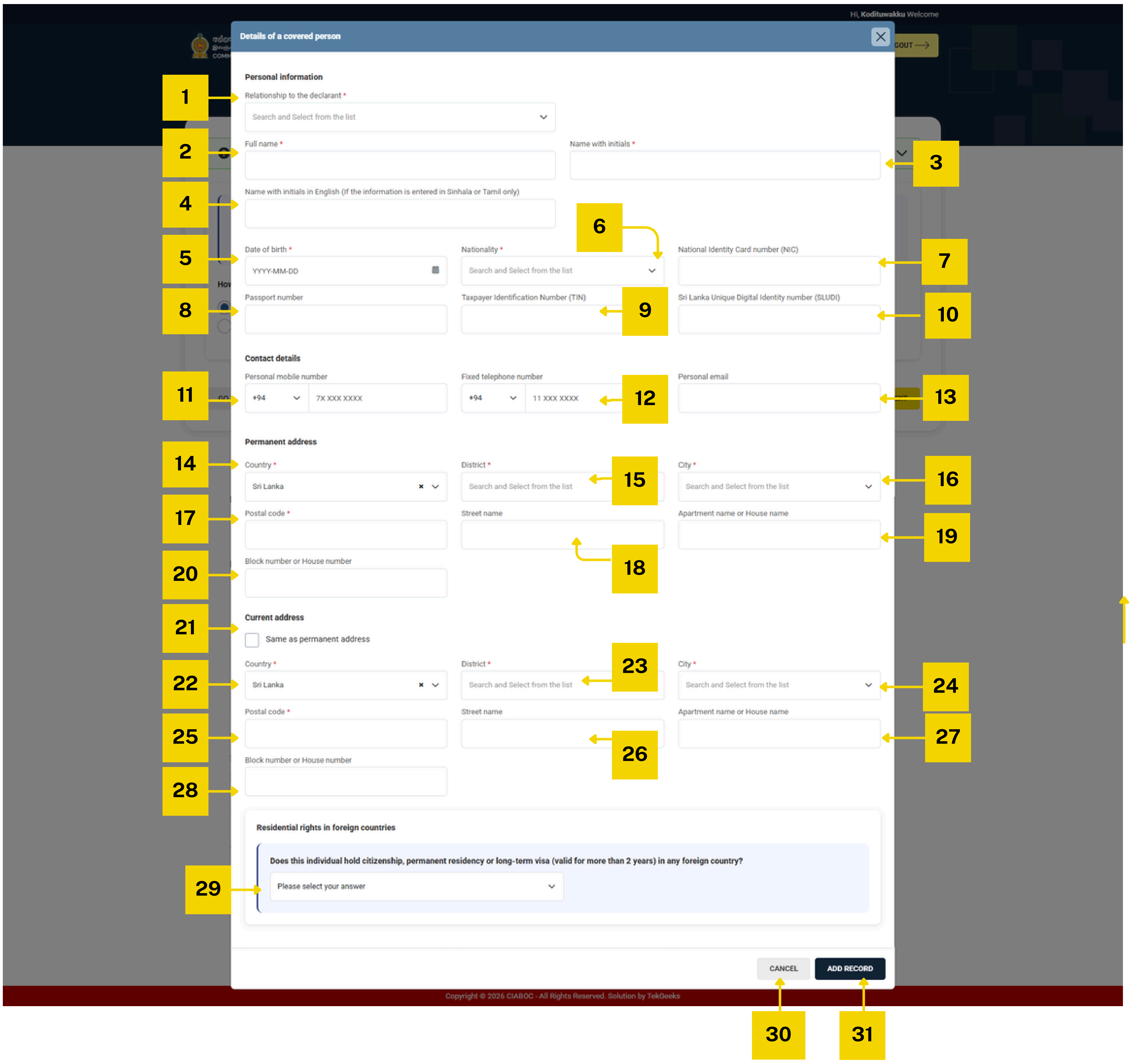
3 **Go to Previous Page**
Return to the previous step.

4 **Save as Draft**
Click to save your progress and complete the form later.

5 **Save and Next**
Click to save the entered information and proceed to the next step.

5.3.1.1. Covered Persons for the Declaration

Enter details of covered persons manually by filling in the form.



1 **Relationship to the declarant**
Selcct the relationship of the covered person to the declarant from the dropdown.

2 **Full name**
Enter the full name of the covered person as it appears on identification documents.

3 **Name with Initials**
Enter the name of the covered person using initials (as per official records).

4 **Name with initials in English (If the information is entered in Sinhala or Tamil only)**
Enter the name of the covered person with initials in English if the information has been provided only in Sinhala or Tamil.

5 **Date of Birth**
Select the date of birth of the covered person.

6 **Nationality**
Choose the nationality of the covered person from the dropdown list.

7 **National Identity Card (NIC)**
Enter the NIC number of the covered person.

8 **Passport Number**
Enter the passport number of the covered person (if applicable).

9 **Taxpayer Identification Number (TIN)**
Enter the TIN of the covered person, if available.

10 **Sri Lanka Unique Digital Identity number (SLUDI)**
Provide the Sri Lanka Unique Digital Identity number (SLUDI) of the covered person, if available.

11 **Personal Mobile Number**
Enter the active mobile number of the covered person.

12 **Fixed Telephone Number**
Enter the landline number of the covered person (if available).

13 **Personal Email Address**
Enter a valid email address of the covered person.

14 **Country**
Select the country of the covered person residence.

15 **District**
Select the district of the covered person.

16 **City**
Select the city of the covered person.

17 **Postal Code**
Enter the postal code of the covered person.

18 **Street Name**
Enter the street name of the covered person.

19 **Apartment name or House name**
Enter the name of the apartment or house of the covered person (if applicable).

20 **Block number or House number**
Enter the block number or house number of the covered person.

21 **Same as Permanent Address**
Select if the current address of the covered person is the same the permanent address of the covered person .

22 **Country**
Select th country of the covered person residence.

23 **District**
Select the district of the covered person .

24 **City**
Select the city of the covered person.

25 **Postal Code**
Enter the postal code of the covered person.

26 **Street Name**
Enter the street name of the covered person.

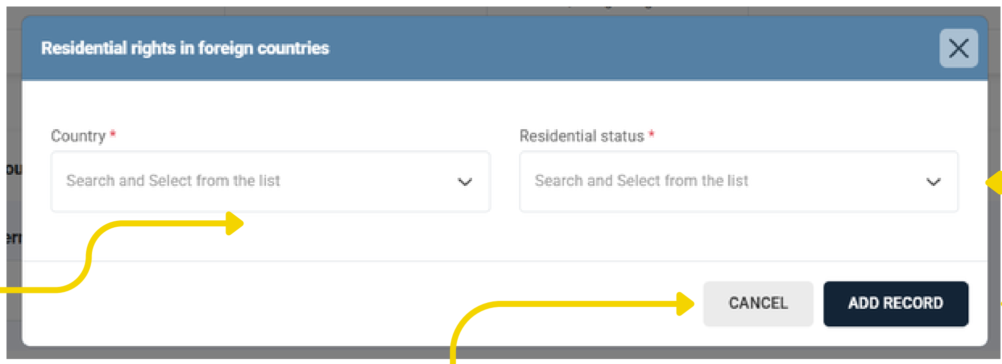
27 **Apartment name or House name**
Enter the name of the apartment or house of the covered person (if applicable).

28 **Block number or House number**
Enter the block number or house number of the covered person.

29

Residential Status in Foreign Countries
Specify if the covered person have held foreign residency or long-term visas.

If the covered person hold a foreign residency or long-term visas, provide the following details:



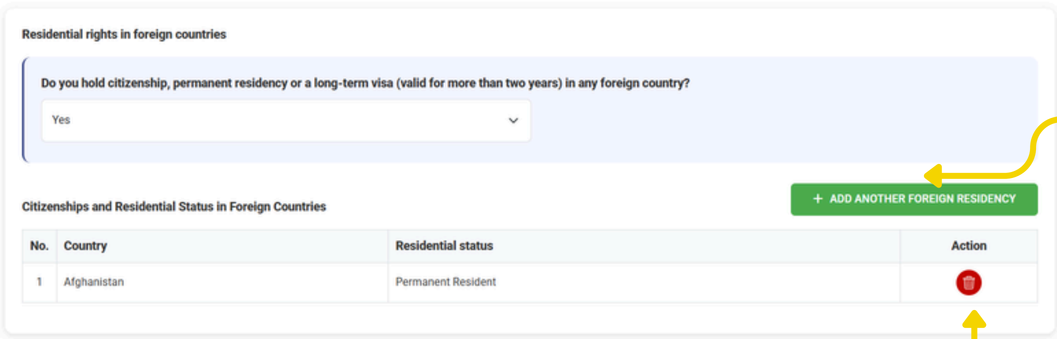
Select the Country from the dropdown list.

Select the Residential Status from the list.

Click “Cancel” to discard the entered information.

Click “Add Record” to save the entered details.

If the covered person hold more than one foreign residency:



Click “Add Another Foreign Residency” to enter additional details.

To remove an entry, click the delete icon next to the record.

30

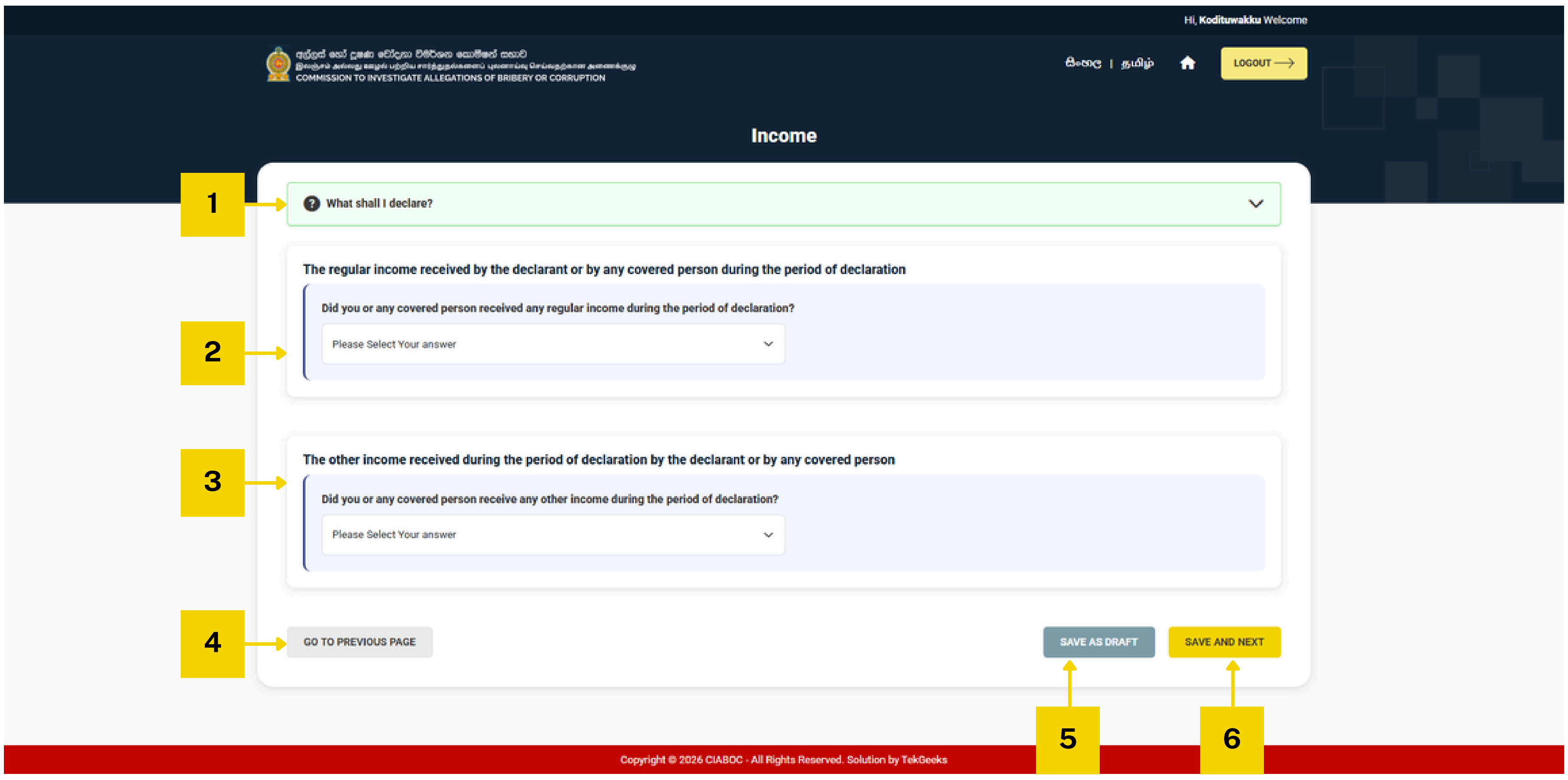
Cancel
Click “Cancel” to discard the entered information.

31

Add Record
Click “Add Record” to save the entered details of the covered person.

5.4. Income

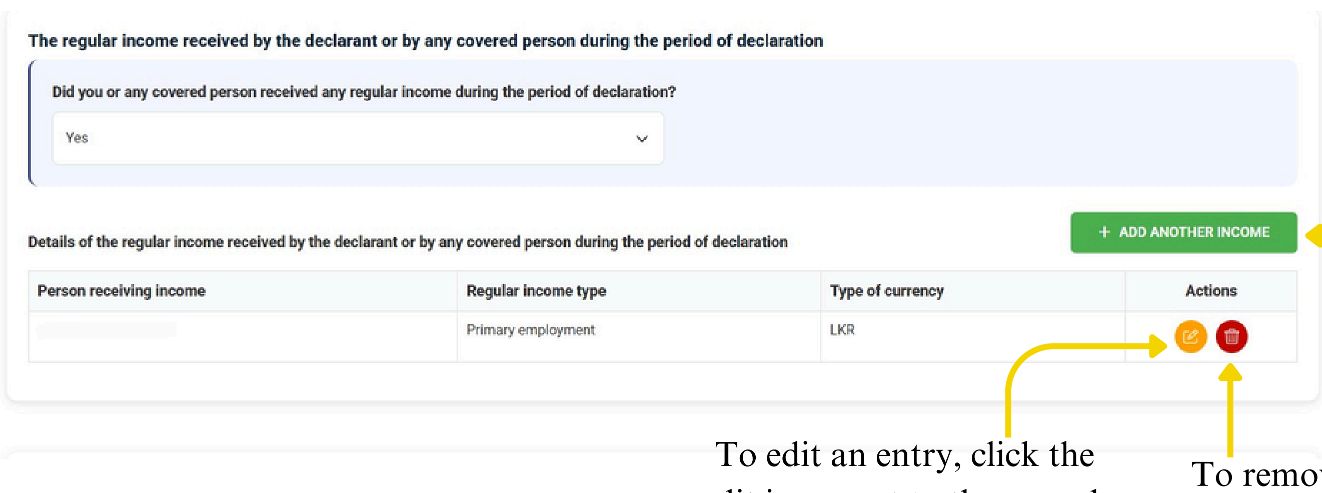
This section allows you to declare whether you or any covered persons received income during the declaration period. You will be asked to confirm details related to both regular and other sources of income.



1 **Review Guidance**
Click on “What shall I declare?” to view guidance on the types of income that should be included.

2 **The regular income received by the declarant or by any covered person during the period of declaration**
Indicate whether you or any covered person received regular income during the declaration period by selecting “Yes” or “No”. If you select “Yes”, refer section 5.4.1.

If you or covered person have multiple income entries:



Click “Add Another Income” to enter additional income details.

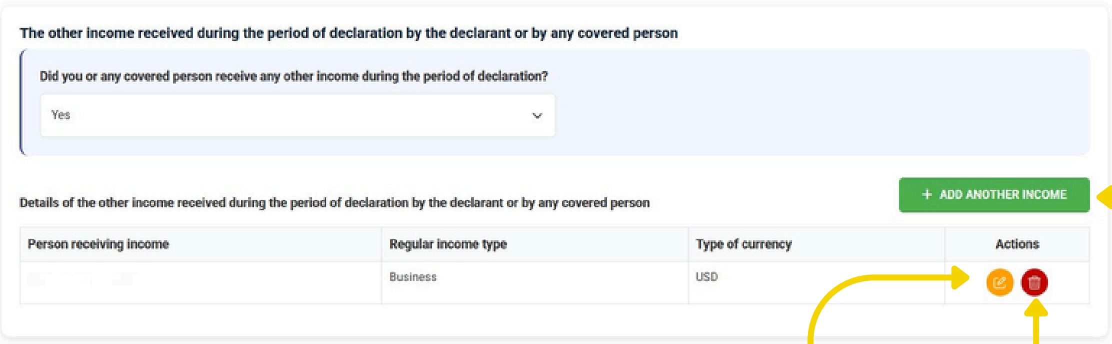
To edit an entry, click the edit icon next to the record.

To remove an entry, click the delete icon next to the record.

3 **The other income received during the period of declaration by the declarant or by any covered person**

Indicate whether you or any covered person received other types of income during the declaration period by selecting “Yes” or “No”.If you select “Yes”, refer section 5.4.2.

If you or covered person have multiple other income entries:



Click “Add Another Income” to enter additional income details.

To edit an entry, click the edit icon next to the record.

To remove an entry, click the delete icon next to the record.

4 **Go to Previous Page**

Return to the previous step.

5 **Save as Draft**

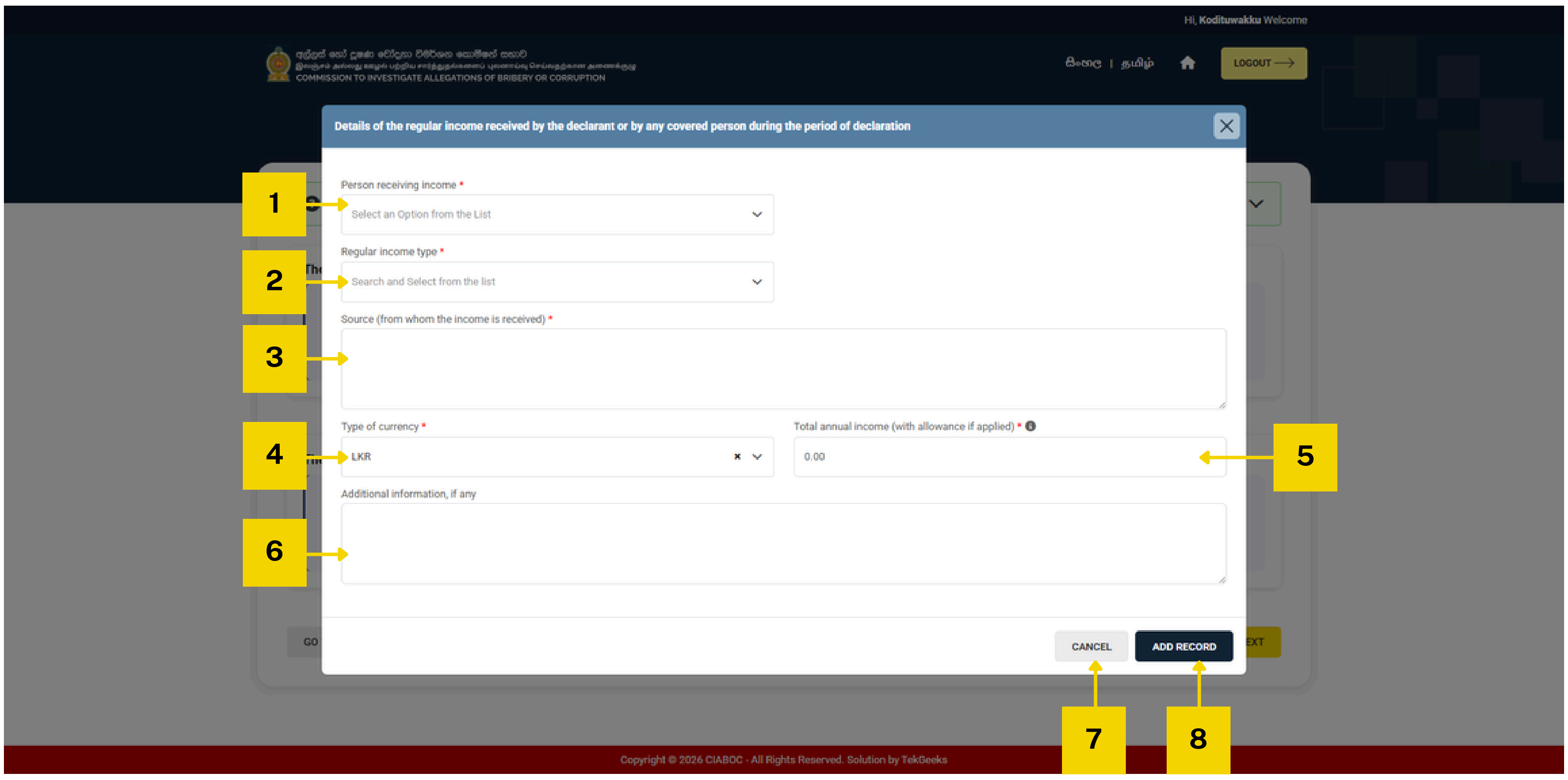
Click to save your progress and complete the form later.

6 **Save and Next**

Click to save the entered information and proceed to the next step.

5.4.1. Regular Income Details

This section allows you to provide details of regular income received by you or any covered person during the declaration period.



1 **Person Receiving Income**
Select the individual (declarant or covered person) who received the income.

2 **Regular Income Type**
Select the type of regular income (e.g., salary, allowances, etc.) from the list.

3 **Source of Income**
Enter the name of the organization, employer, or entity from which the income is received.

4 **Type of Currency**
Select the currency in which the income is received.

5 **Total Annual Income**
Enter the total annual income amount, including any applicable allowances.

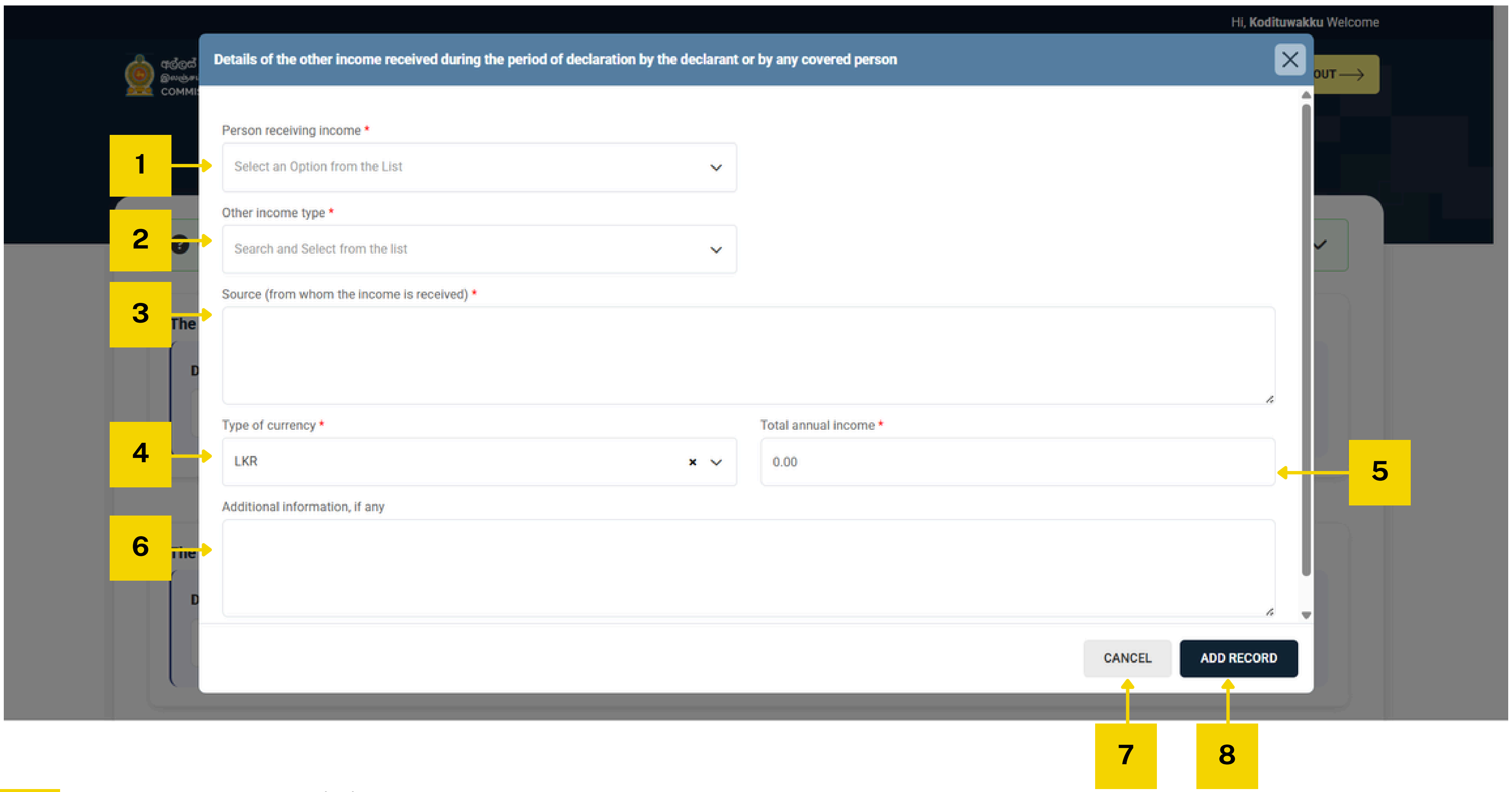
6 **Additional Information**
Provide any extra details if necessary (optional).

7 **Cancel**
Click “Cancel” to discard the entered information.

8 **Add Record**
Click “Add Record” to save the entered details.

5.4.2. Other Income Details

This section allows you to provide details of any other income (non-regular income) received by you or any covered person during the declaration period.



1 **Person Receiving Income**
Select the individual (declarant or covered person) who received the income.

2 **Other Income Type**
Select the type of income (e.g., gifts, dividends, rental income, etc.) from the list.

3 **Source of Income**
Enter the name of the organization, employer, or entity from which the income is received.

4 **Type of Currency**
Select the currency in which the income is received.

5 **Total Annual Income**
Enter the total annual income amount, including any applicable allowances.

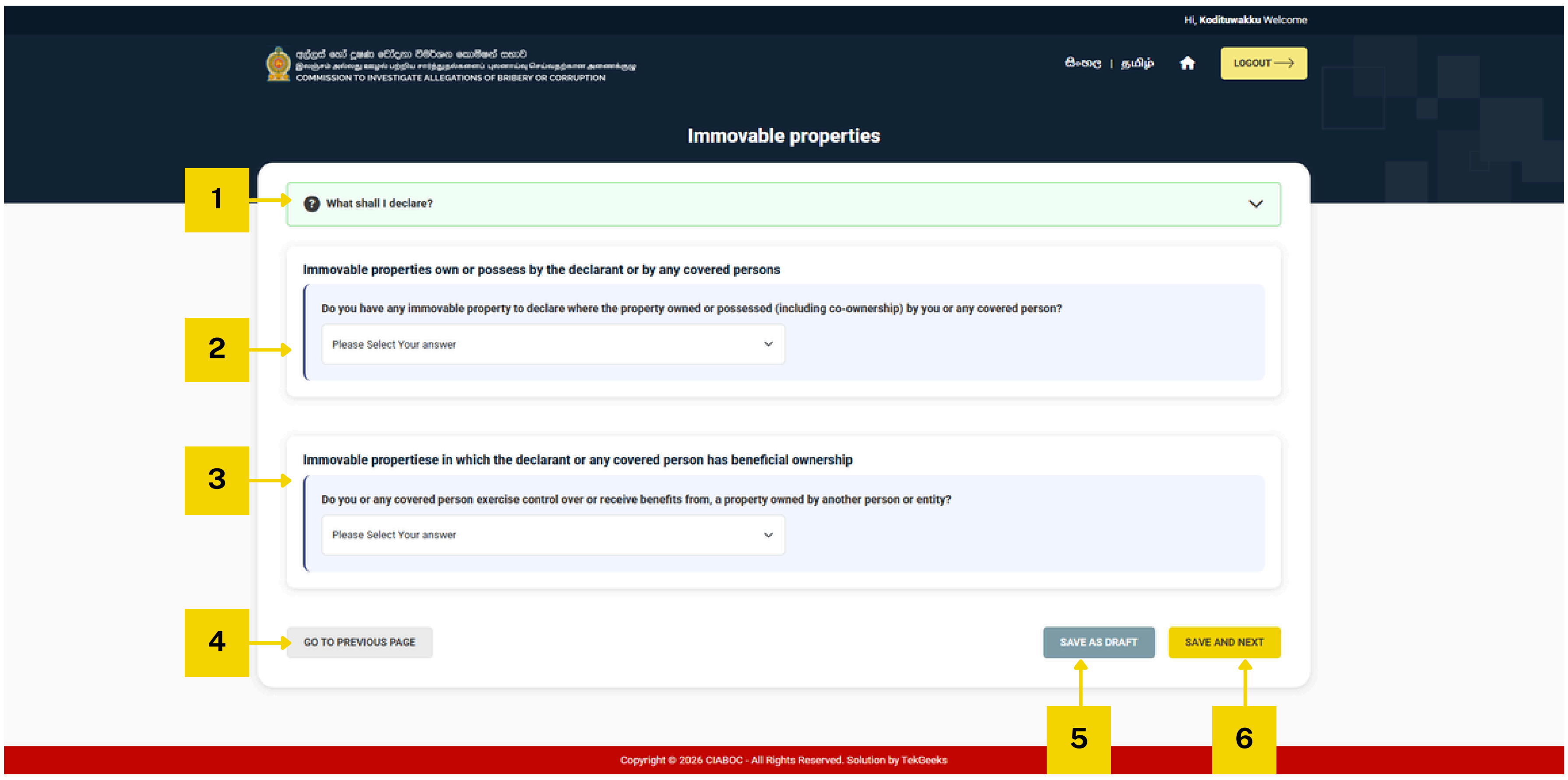
6 **Additional Information**
Provide any extra details if necessary (optional).

7 **Cancel**
Click "Cancel" to discard the entered information.

8 **Add Record**
Click "Add Record" to save the entered details.

5.5. Immovable properties

This section allows you to declare any immovable properties owned, possessed, or beneficially controlled by you or any covered person during the declaration period.

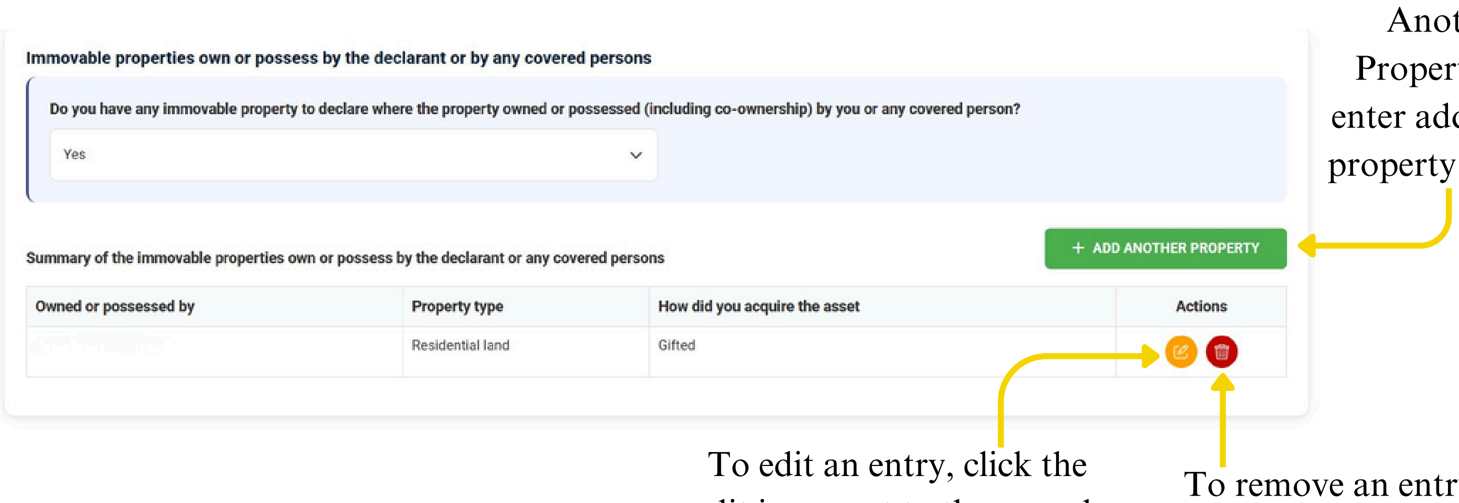


1 **Review Guidance**
Click on “What shall I declare?” to view guidance on the types of immovable properties that should be included.

2 **Owned or Possessed Properties**
Indicate whether you or any covered person own or possess any immovable property (including co-ownership) by selecting “Yes” or “No”.If you select “Yes”, refer section 5.5.1.

If you or any covered person have multiple properties:

Click “Add Another Property” to enter additional property details.



To edit an entry, click the edit icon next to the record.

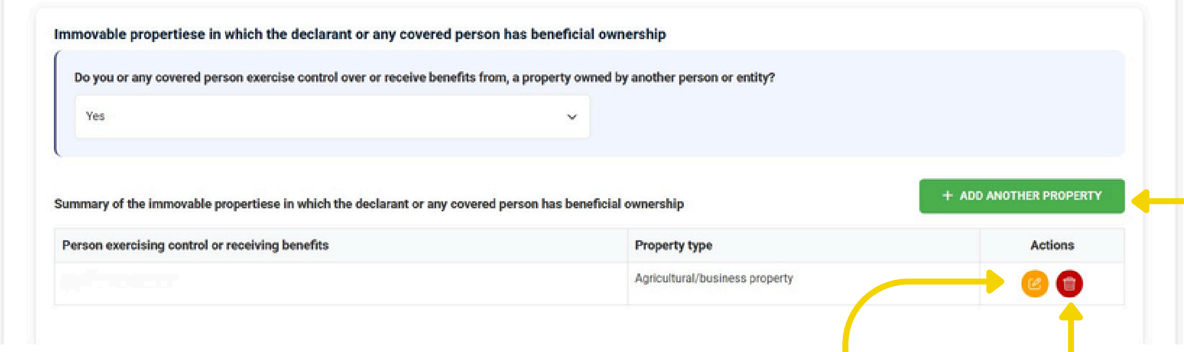
To remove an entry, click the delete icon next to the record.

3 **Beneficial Ownership**

Indicate whether you or any covered person exercise control over or receive benefits from any immovable property owned by another person or entity.If you select “Yes”, refer section 5.5.2.

If you or any covered person have multiple entries:

Click “Add Another Property” to enter additional property details.



To edit an entry, click the edit icon next to the record.

To remove an entry, click the delete icon next to the record.

4 **Go to Previous Page**

Return to the previous step.

5 **Save as Draft**

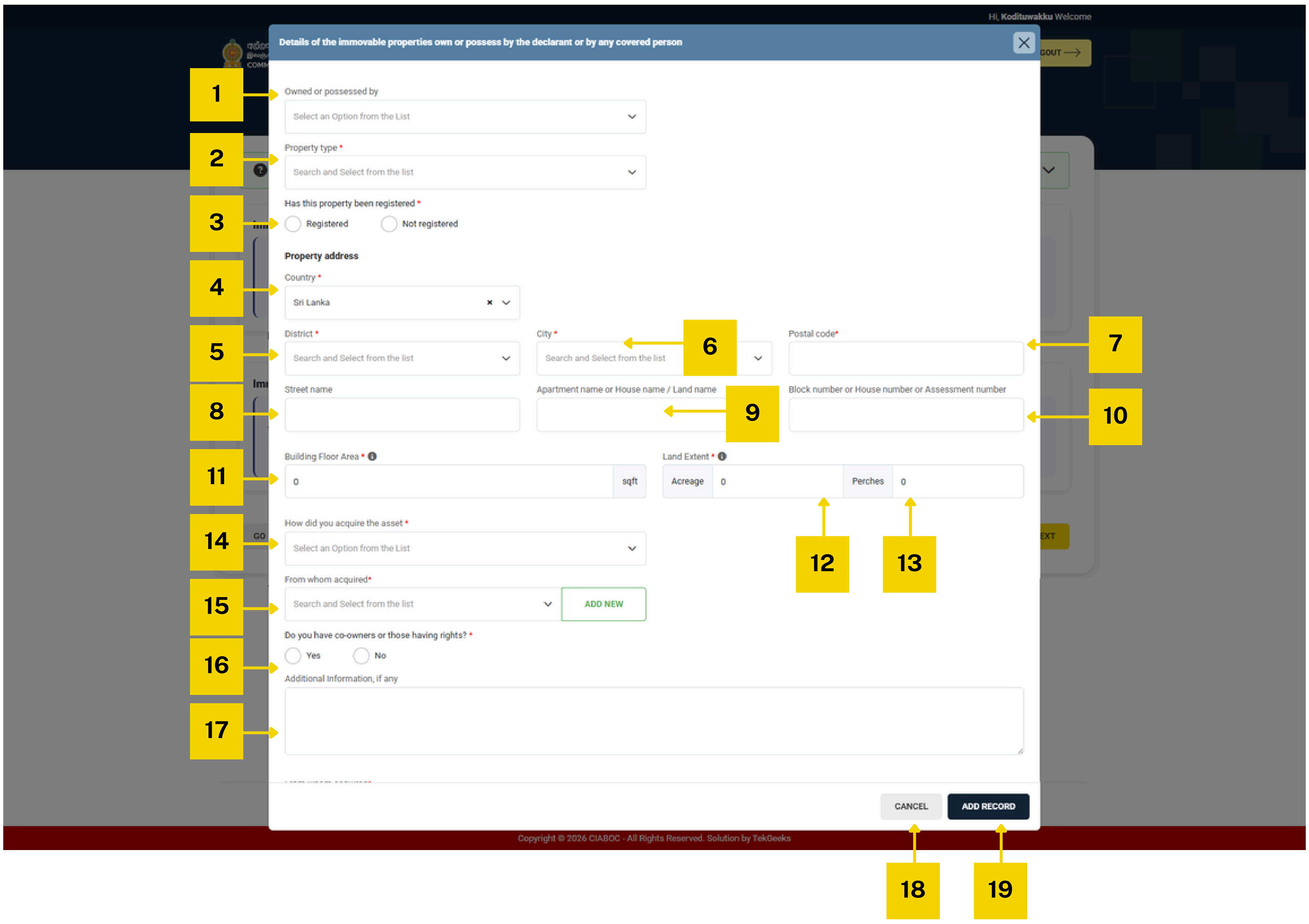
Click to save your progress and complete the form later.

6 **Save and Next**

Click to save the entered information and proceed to the next step.

5.5.1. Immovable Property Details

This section allows you to enter detailed information about immovable properties owned or possessed by you or any covered person.



1 **Owned or Possessed By**
Select the individual (declarant or covered person) who owns or possesses the property.

2 **Property Type**
Select the type of property (e.g., land, house, apartment) from the list.

3 **Registration Status**
Indicate whether the property is registered or not registered.

4 **Country**
Select the country where the property is located

5 **District**
Select the district.

6 **City**
Select the city.

7 **Postal Code**
Enter the postal code.

8 **Street Name**
Enter the street name.

9 **Apartment / House / Land Name**
Enter the name of the property (if applicable).

10 **Block / House / Assessment Number**
Enter the relevant property or assessment number.

11 **Building Floor Area**
Enter the floor area (in square feet).

12 **Land Extent (Acreage)**
Enter the land size in acres.

13 **Land Extent (Perches)**
Enter the land size in perches.

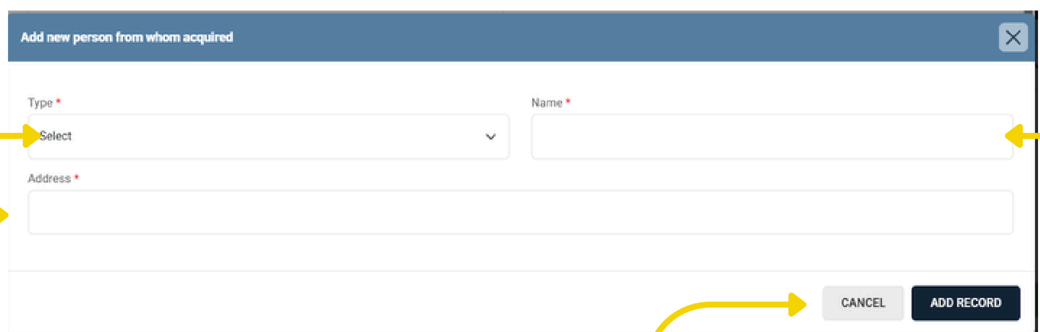
14 **Method of Acquisition**
Select how the property was acquired (e.g., purchase, gift, inheritance).

15 **Acquired From**
Select or enter the person or entity from whom the property was acquired.

Use “Add New” if the required person or entity is not available in the list.

Select the type (e.g., individual or organization).

Enter the name of the person or entity.



Enter the address details.

Click “Cancel” to discard the entered information.

Click “Add Record” to save the entered details.

16 **Co-ownership / Rights**
Indicate whether there are co-owners or others with rights to the property.

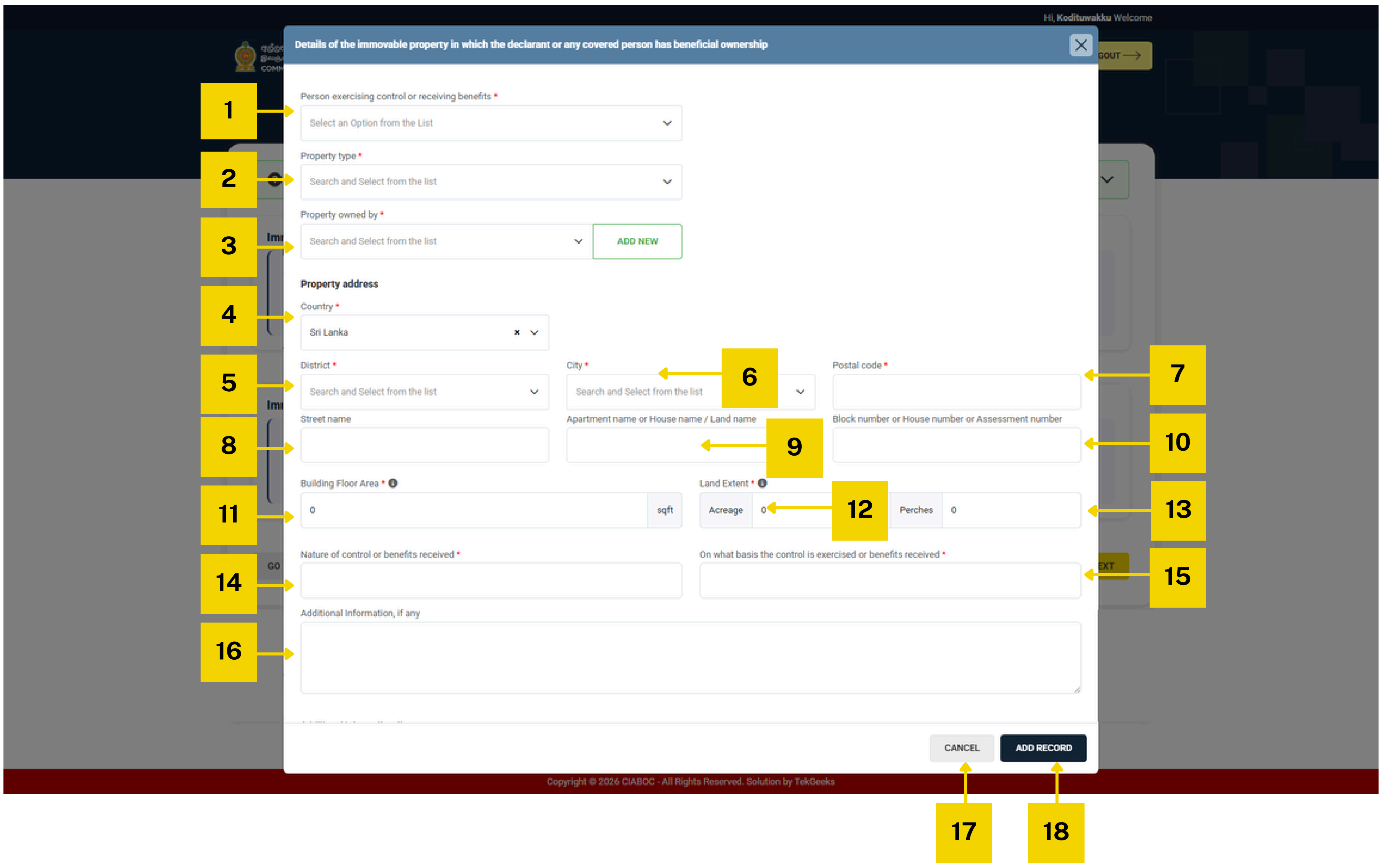
17 **Additional Information**
Provide any extra details if necessary (optional).

18 **Cancel**
Click “Cancel” to discard the entered information.

19 **Add Record**
Click “Add Record” to save the entered details.

5.5.2. Immovable Property Details (Beneficial Ownership)

This section allows you to enter details of immovable properties in which you or any covered person exercise control over or receive benefits from, even if the property is owned by another person or entity.

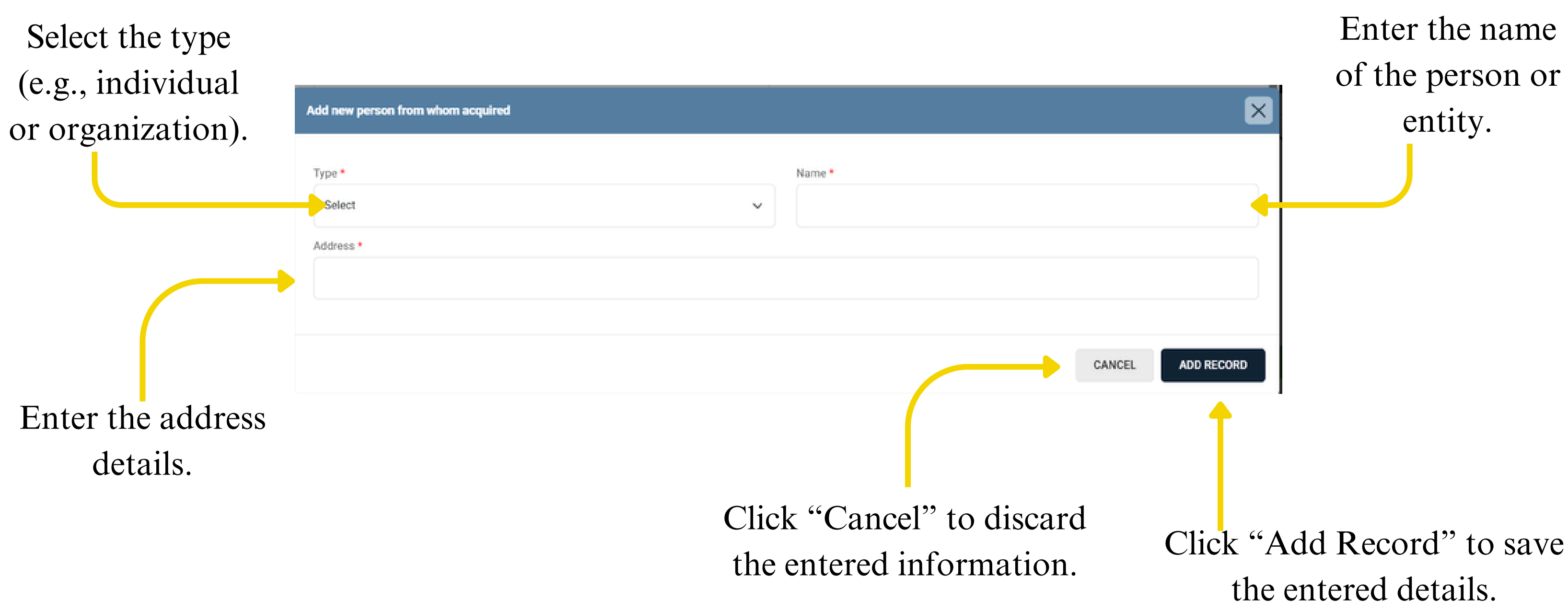


1 **Person Exercising Control / Receiving Benefits**
Select the individual (declarant or covered person) who exercises control or receives benefits from the property.

2 **Property Type**
Select the type of property (e.g., land, house, apartment).

3 **Property Owned By**
Select the owner of the property.

Use "Add New" if the required person or entity is not available in the list.



4 **Country**
Select the country where the property is located

5 **District**
Select the district.

6 **City**
Select the city.

7 **Postal Code**
Enter the postal code.

8 **Street Name**
Enter the street name.

9 **Apartment / House / Land Name**
Enter the name of the property (if applicable).

10 **Block / House / Assessment Number**
Enter the relevant property or assessment number.

11 **Building Floor Area**
Enter the floor area (in square feet).

12 **Land Extent (Acreage)**
Enter the land size in acres.

13 **Land Extent (Perches)**
Enter the land size in perches.

14 **Nature of Control or Benefits Received**
Describe how control is exercised or benefits are received.

15 **Basis of Control or Benefits**
Specify the basis (e.g., agreement, family arrangement, legal right).

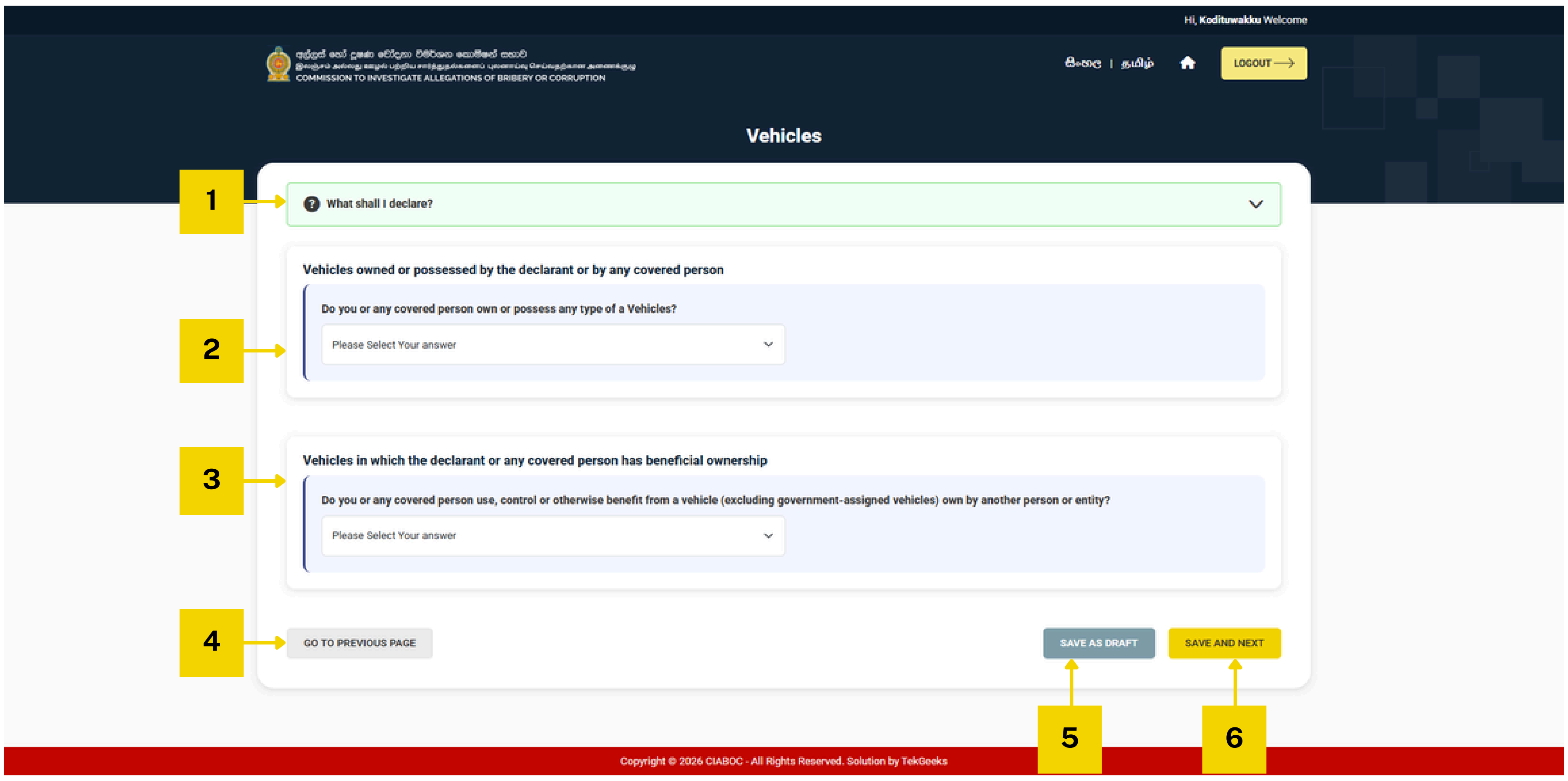
16 **Additional Information**
Provide any extra details if necessary (optional).

17 **Cancel**
Click “Cancel” to discard the entered information.

18 **Add Record**
Click “Add Record” to save the entered details.

5.6. Vehicles

This section allows you to declare any vehicles owned, possessed, or beneficially controlled by you or any covered person during the declaration period.

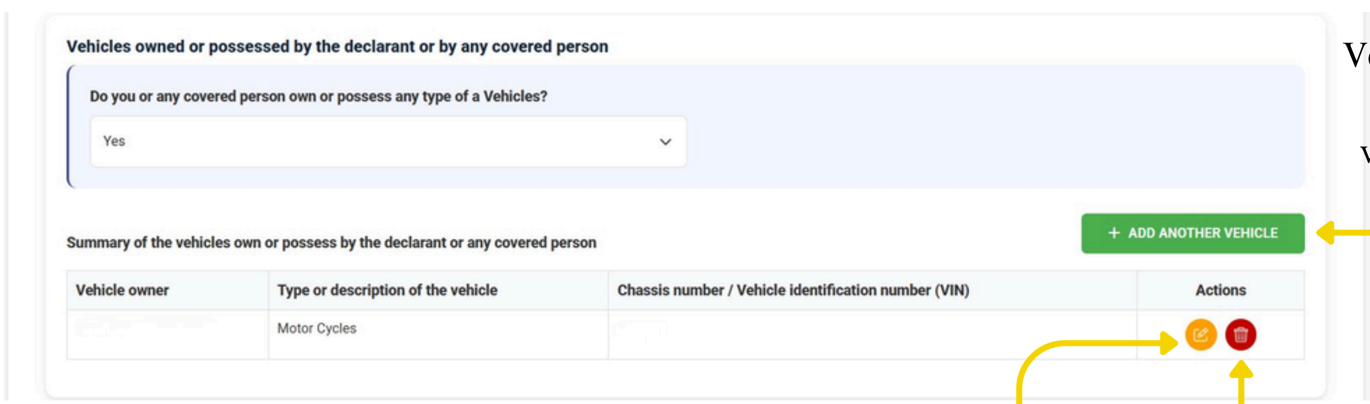


1 **Review Guidance**
Click on “What shall I declare?” to view guidance on the types of vehicles that should be included.

2 **Owned or Possessed Vehicles**
Indicate whether you or any covered person own or possess any type of vehicle by selecting “Yes” or “No”.If you select “Yes”, refer section 5.6.1.

If you or any covered person have multiple vehicles:

Click “Add Another Vehicle” to enter additional vehicle details.



To edit an entry, click the edit icon next to the record.

To remove an entry, click the delete icon next to the record.

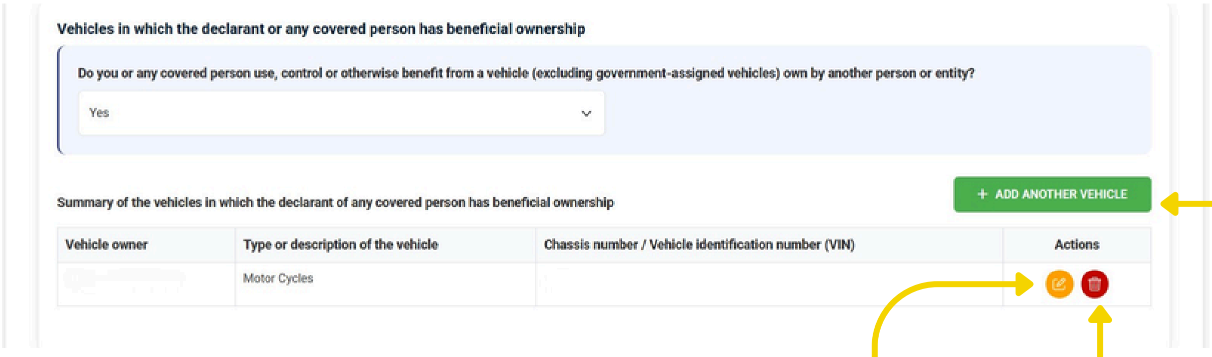
3

Beneficial Ownership

Indicate whether you or any covered person use, control, or benefit from a vehicle owned by another person or entity (excluding government-assigned vehicles).If you select “Yes”, refer section 5.6.2.

If you or any covered person have multiple entries:

Click “Add Another Vehicle” to enter additional vehicle details.



To edit an entry, click the edit icon next to the record.

To remove an entry, click the delete icon next to the record.

4

Go to Previous Page

Return to the previous step.

5

Save as Draft

Click to save your progress and complete the form later.

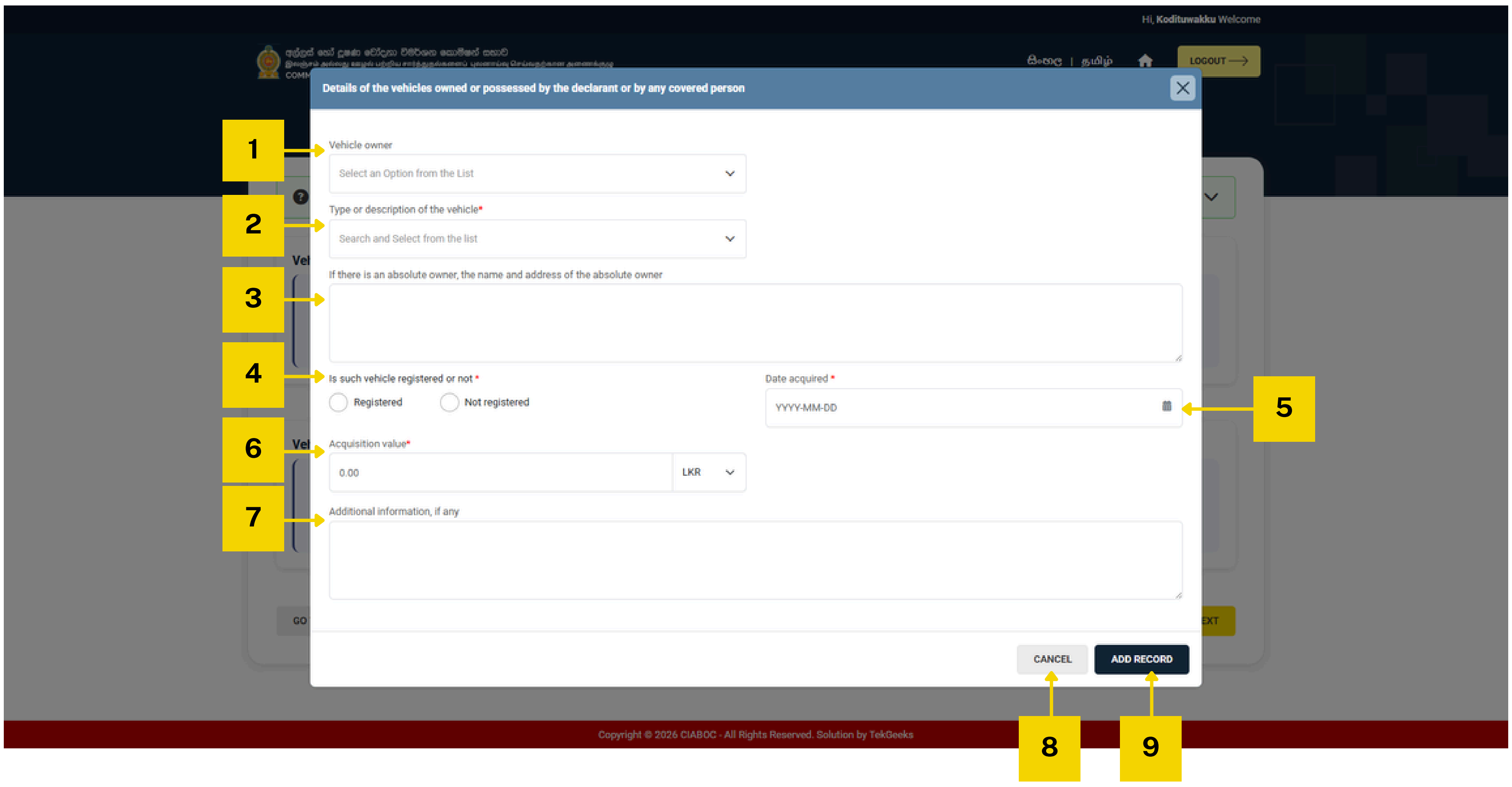
6

Save and Next

Click to save the entered information and proceed to the next step.

5.6.1. Vehicle Details

This section allows you to enter detailed information about vehicles owned or possessed by you or any covered person during the declaration period.



1 **Vehicle Owner**
Select the individual (declarant or covered person) who owns or possesses the vehicle.

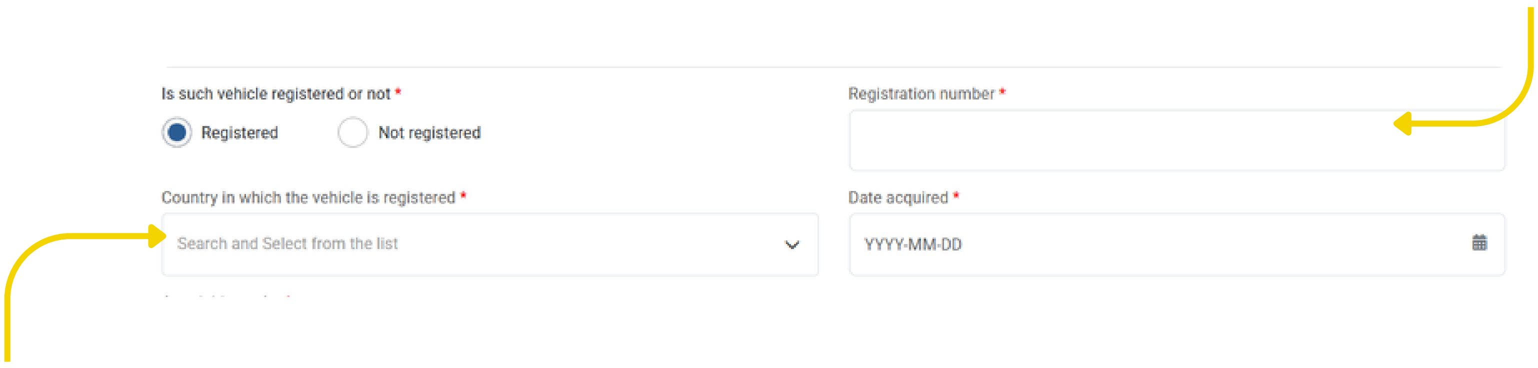
2 **Type or Description of Vehicle**
Select the vehicle type (e.g., car, motorcycle, van) from the list.

3 **Absolute Owner Details**
If there is an absolute owner different from the selected person, enter the name and address of that owner.

4 **Registration Status**
Indicate whether the vehicle is registered or not registered.

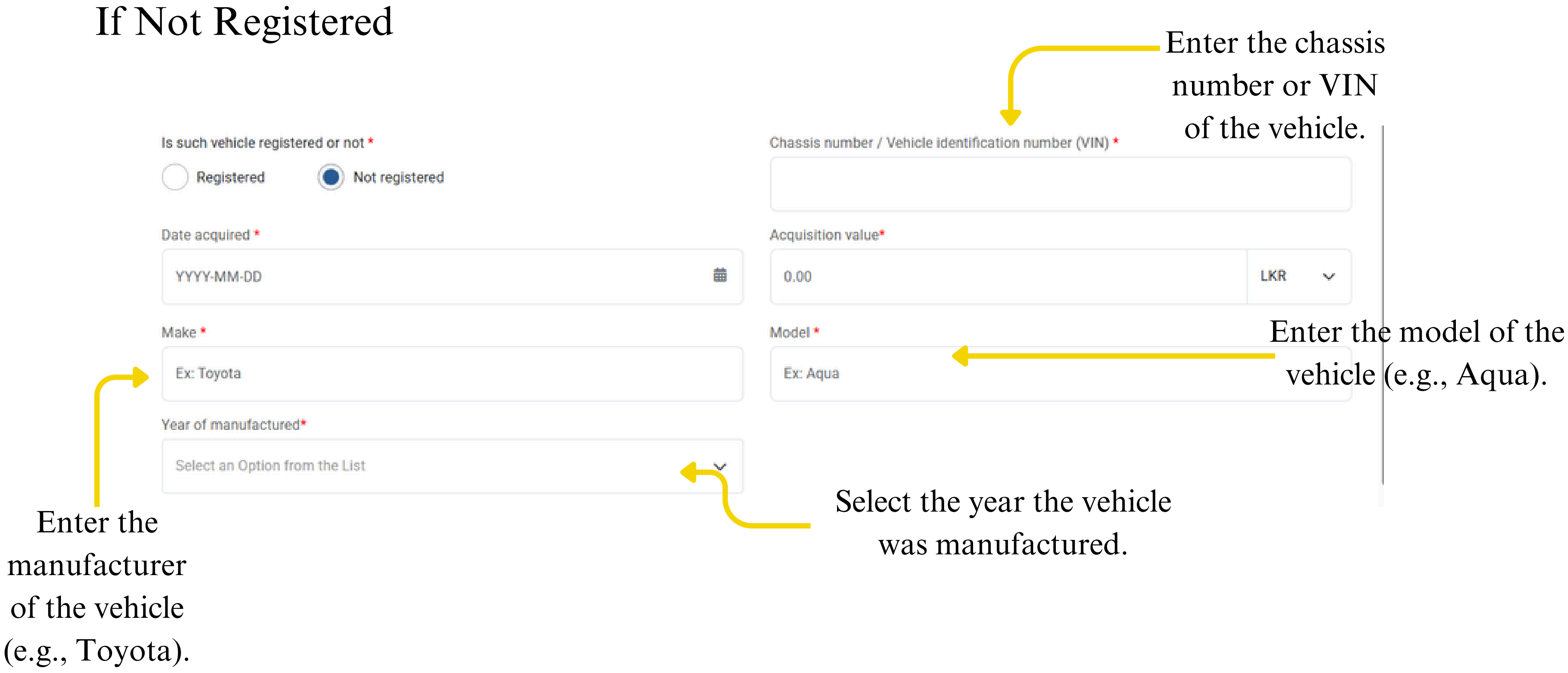
If Registered

Enter the official vehicle registration number.



Select the country where the vehicle is registered.

If Not Registered



5 **Date Acquired**
Enter the date the vehicle was acquired.

6 **Acquisition Value**
Enter the value of the vehicle at the time of acquisition and select the currency.

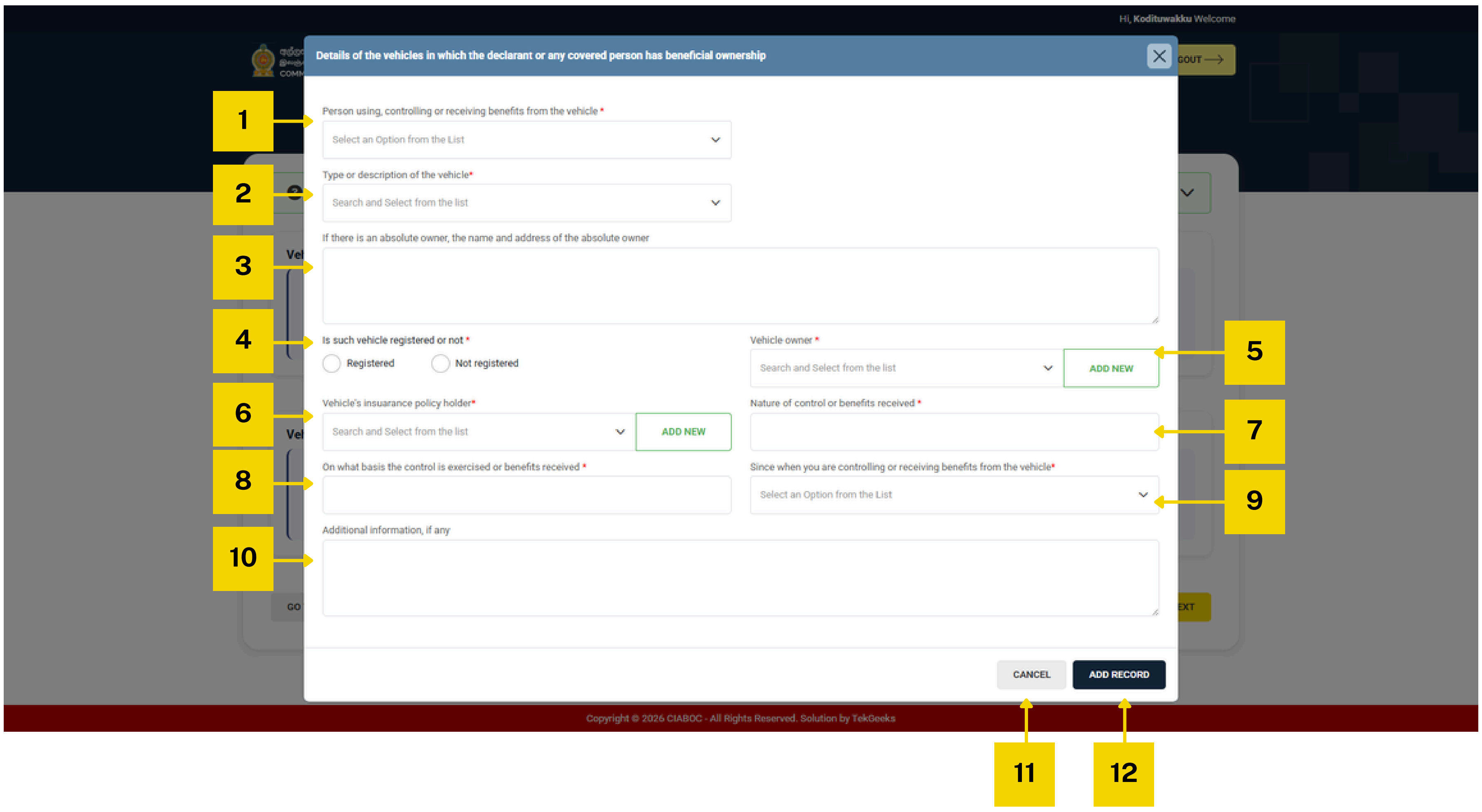
7 **Additional Information**
Provide any extra details if necessary (optional).

8 **Cancel**
Click “Cancel” to discard the entered information.

9 **Add Record**
Click “Add Record” to save the entered details.

5.6.2. Vehicle Details (Beneficial Ownership)

This section allows you to provide detailed information about vehicles in which you or any covered person use, control, or derive benefits, even if the vehicle is owned by another person or entity.



1 **Person using, controlling or receiving benefits from the vehicle**
Select the individual who uses, controls, or benefits from the vehicle.

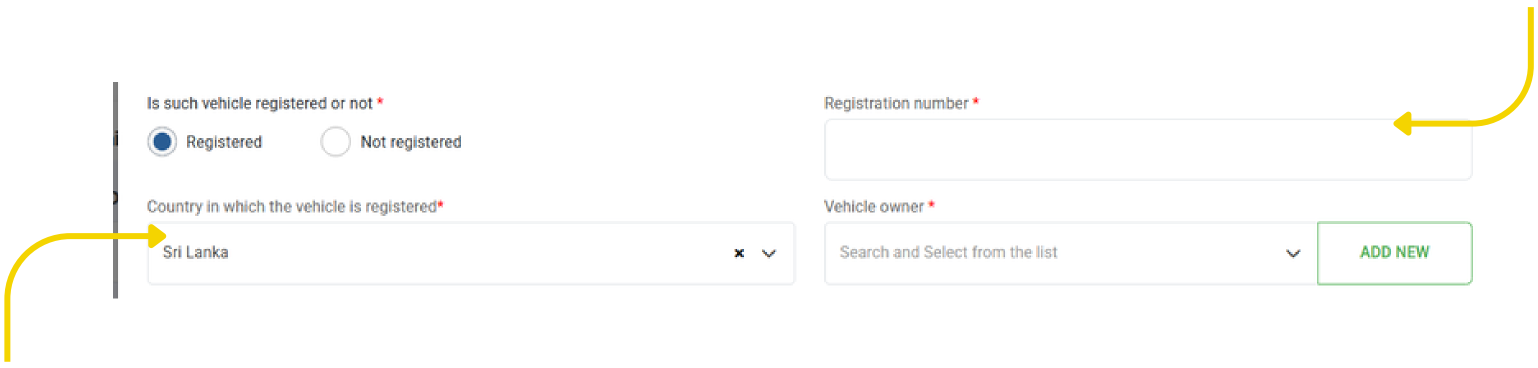
2 **Type or description of the vehicle**
Select the vehicle type (e.g., car, motorcycle, van) from the list.

3 **Absolute owner details (if applicable)**
If the vehicle has an absolute owner, provide the name and address of that owner.

4 **Registration Status**
Indicate whether the vehicle is registered or not registered.

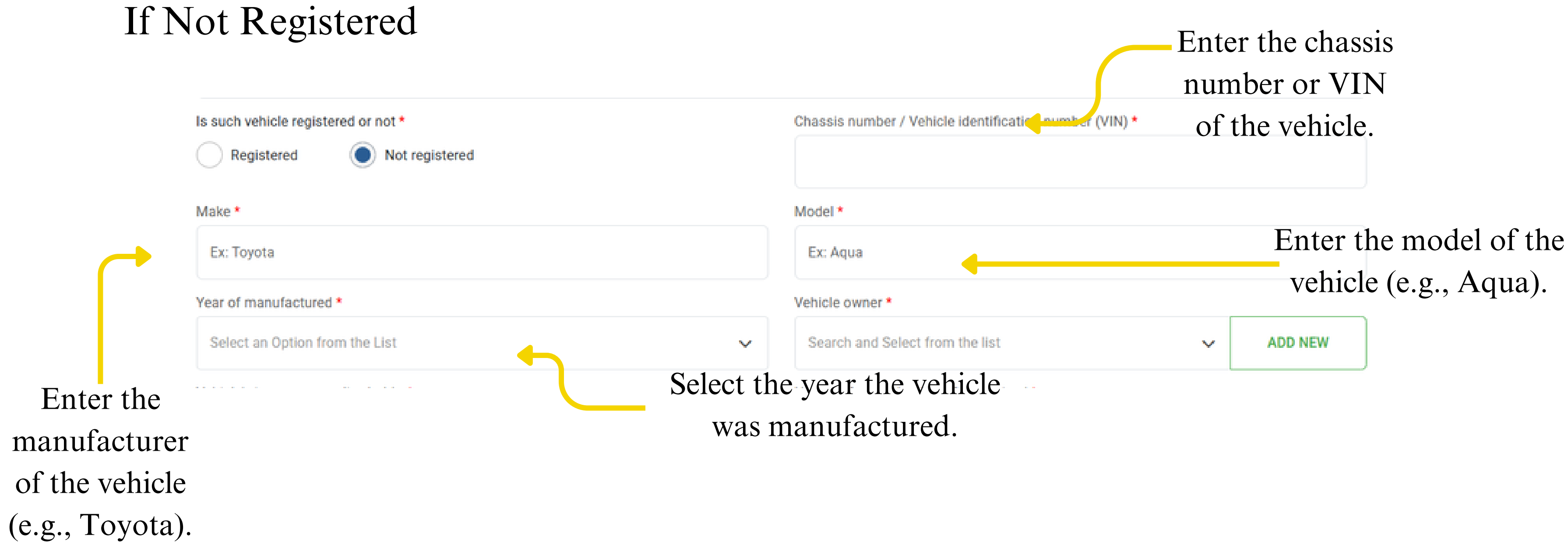
If Registered

Enter the official vehicle registration number.



Select the country where the vehicle is registered.

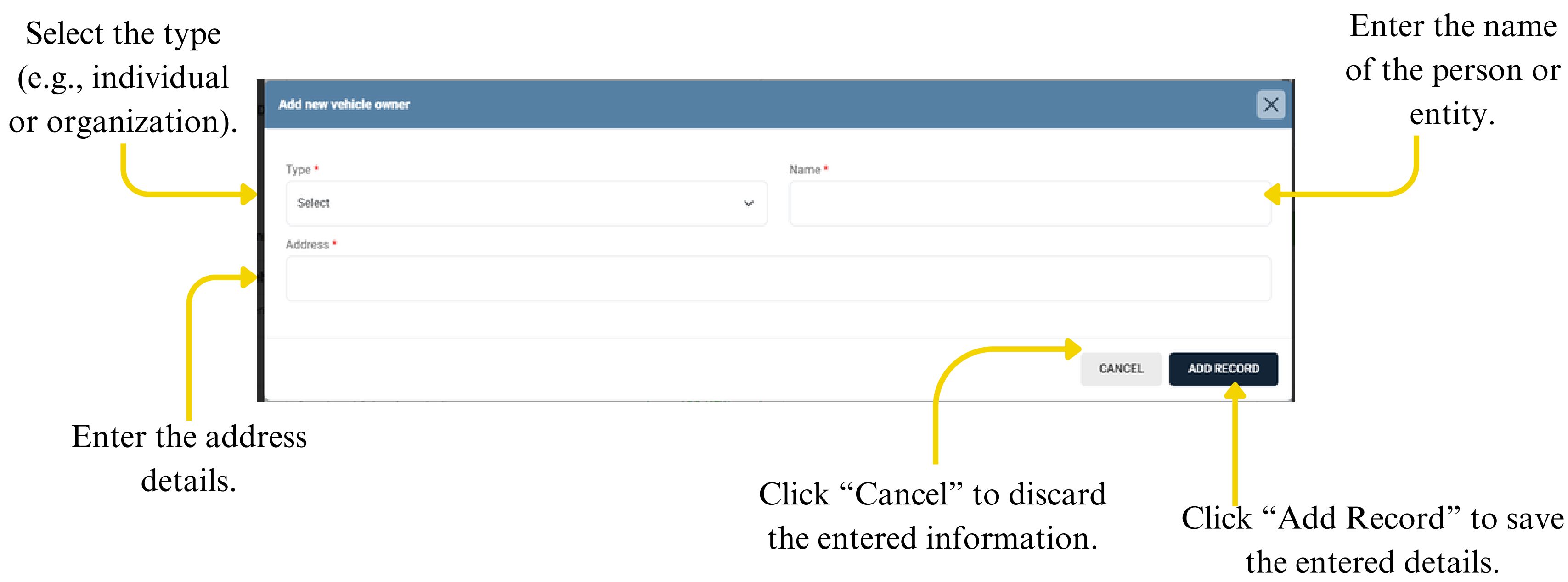
If Not Registered



5 **Vehicle owner**

Select the legal owner of the vehicle.

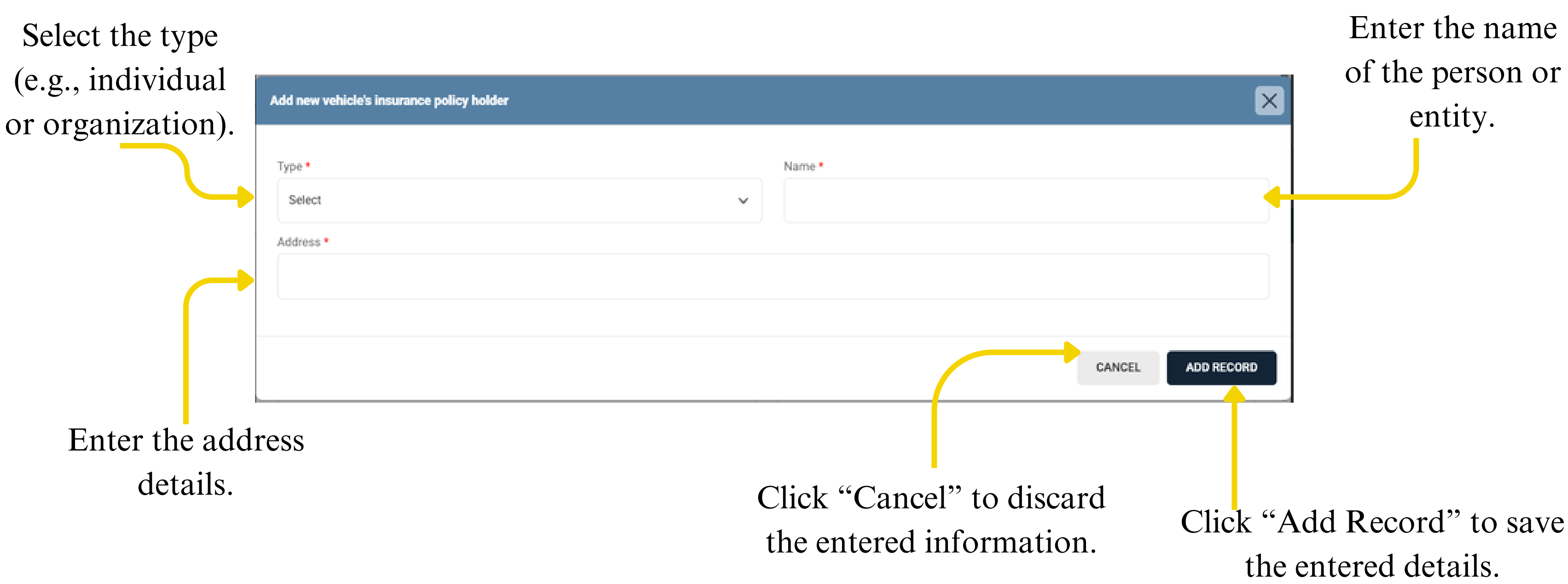
Use “Add New” if the required person or entity is not available in the list.



6 **Vehicle’s insurance policy holder**

Select the person who holds the insurance policy for the vehicle.

Use “Add New” if the required person or entity is not available in the list.



7 **Nature of control or benefits received**
Describe how you or the covered person benefit from or control the vehicle (e.g., regular use, business use, assigned vehicle).

8 **Basis of control or benefits**
Specify the basis on which control or benefits are exercised (e.g., employment, agreement, family arrangement).

9 **Since when benefits/control are exercised**
Select the date or period from which the control or benefit has been in place.

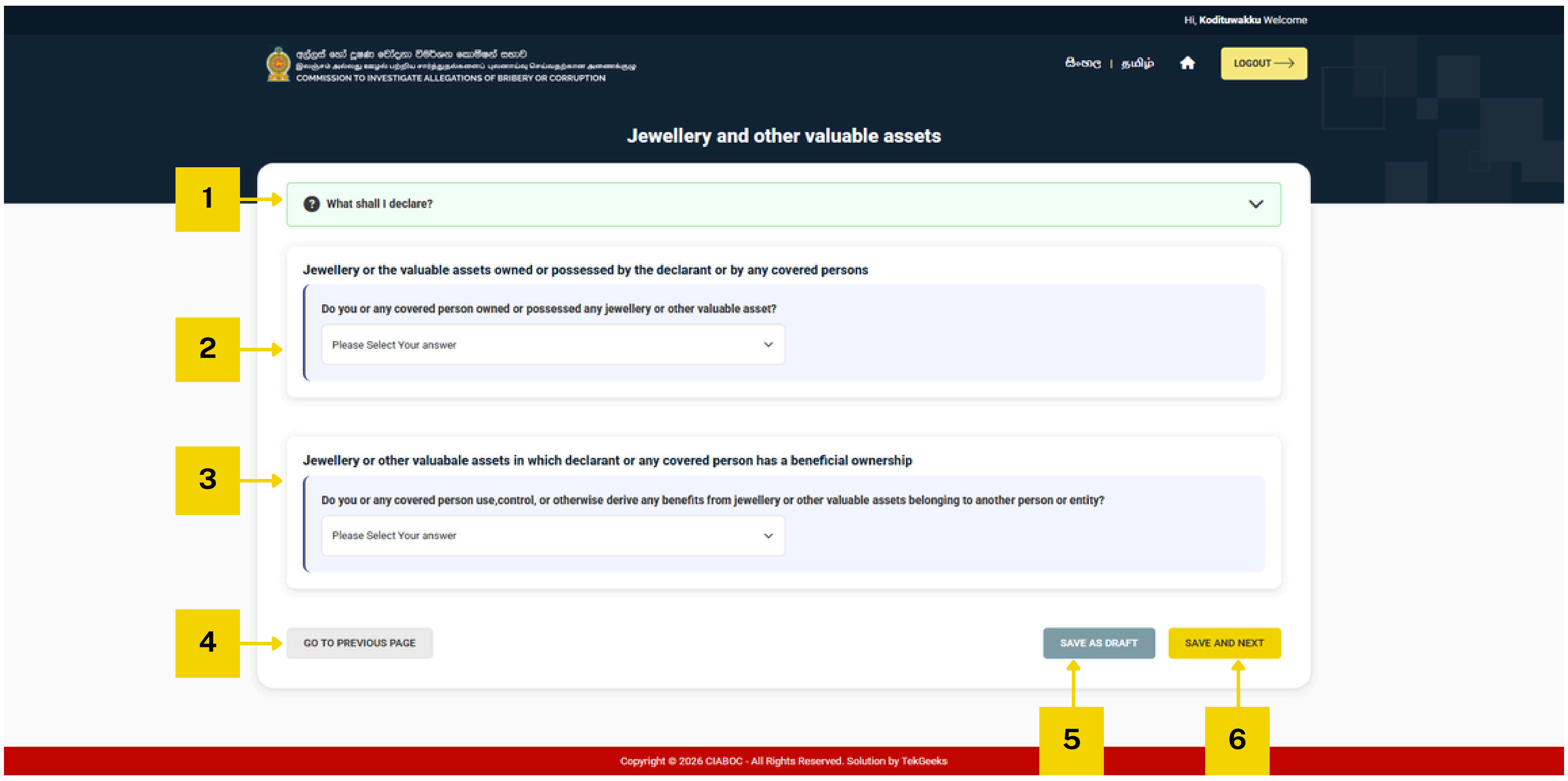
10 **Additional Information**
Provide any extra details if necessary (optional).

11 **Cancel**
Click “Cancel” to discard the entered information.

12 **Add Record**
Click “Add Record” to save the entered details.

5.7. Jewellery and other valuable assets

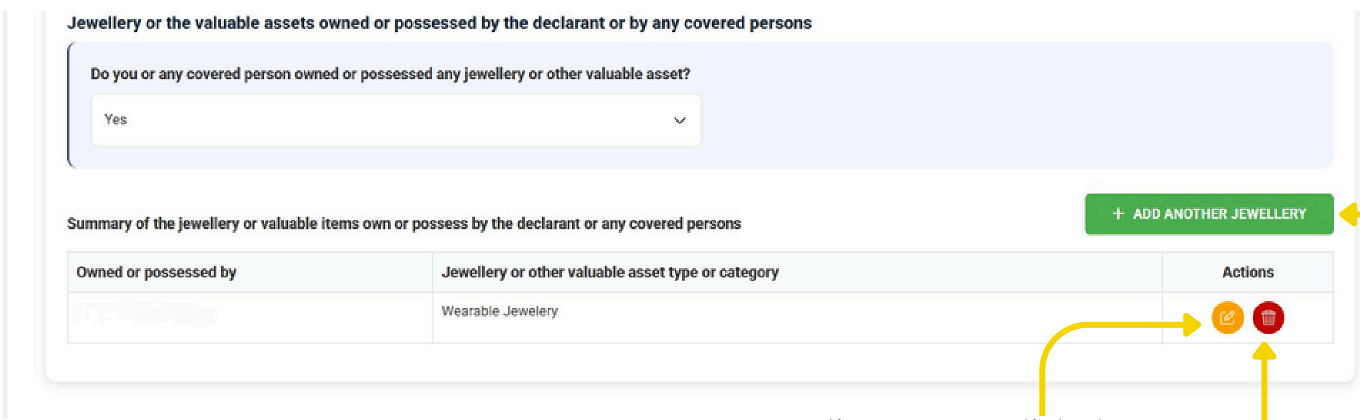
This section allows you to declare any jewellery or other valuable assets owned, possessed, or beneficially controlled by you or any covered person during the declaration period.



1 **Review Guidance**
Click on “What shall I declare?” to view guidance on the types of jewellery and valuable assets that should be included.

2 **Owned or Possessed Assets**
Indicate whether you or any covered person own or possess any jewellery or other valuable assets by selecting “Yes” or “No”.If you select “Yes”, refer section 5.7.1.

If you or any covered person have multiple assets:



Click “Add Another Asset” to enter additional asset details.

To edit an entry, click the edit icon next to the record.

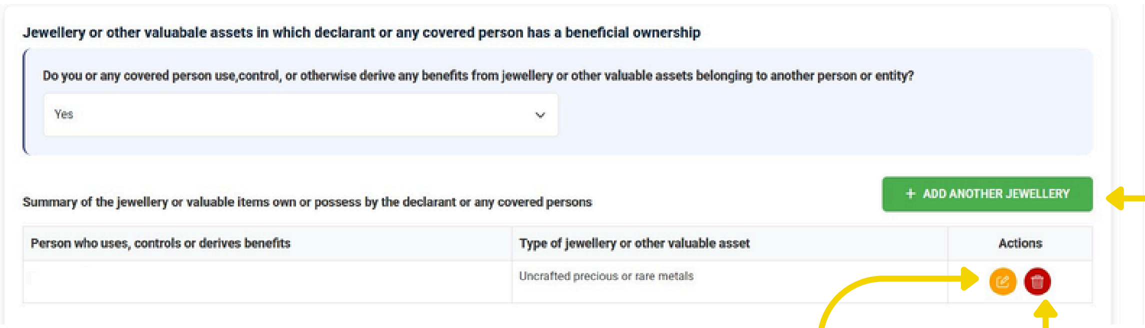
To remove an entry, click the delete icon next to the record.

3

Beneficial Ownership

Indicate whether you or any covered person use, control, or benefit from jewellery or valuable assets owned by another person or entity.If you select “Yes”, refer section 5.7.2.

If you or any covered person have multiple entries:



Click “Add Another Asset” to enter additional asset details.

To edit an entry, click the edit icon next to the record.

To remove an entry, click the delete icon next to the record.

4

Go to Previous Page

Return to the previous step.

5

Save as Draft

Click to save your progress and complete the form later.

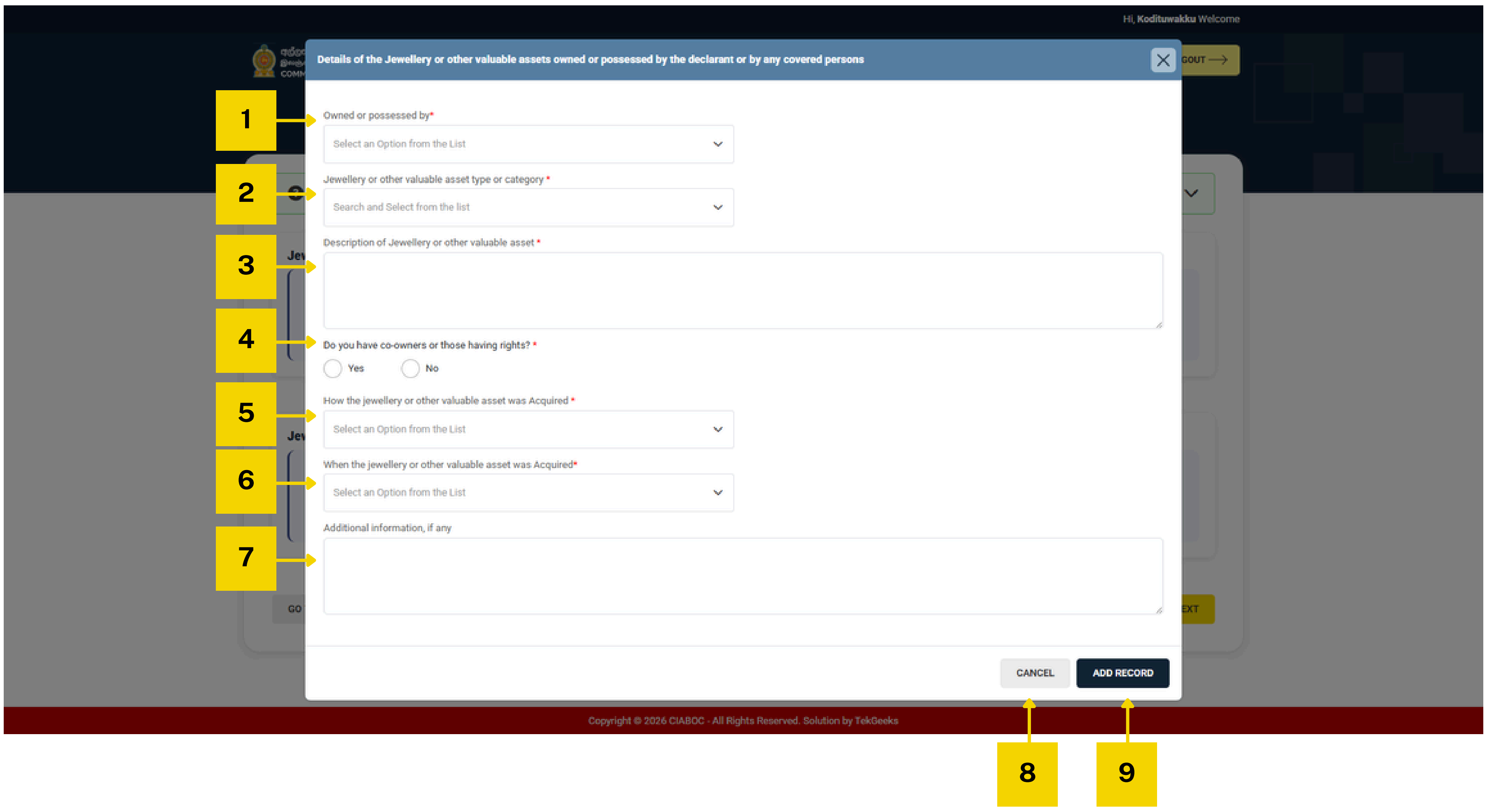
6

Save and Next

Click to save the entered information and proceed to the next step.

5.7.1. Jewellery and Other Valuable Assets Details

This section allows you to provide detailed information about jewellery or other valuable assets owned or possessed by you or any covered person during the declaration period.



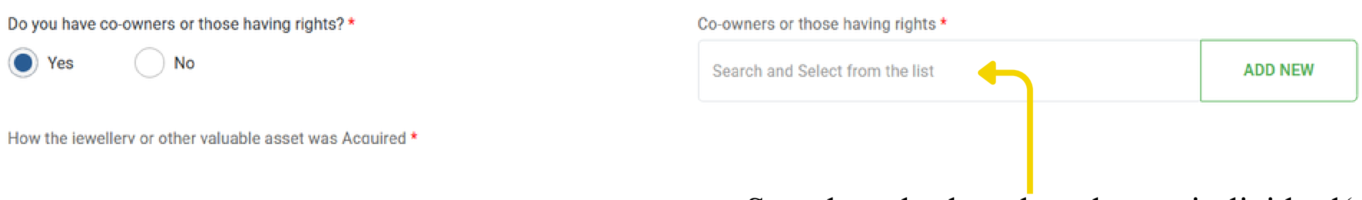
1 **Owned or possessed by**
Select the individual who owns or possesses the jewellery or valuable asset

2 **Jewellery or other valuable asset type or category**
Select the appropriate category or type of the asset (e.g., gold, precious stones, luxury items).

3 **Description of jewellery or other valuable asset**
Provide a detailed description of the asset, including identifying features if applicable.

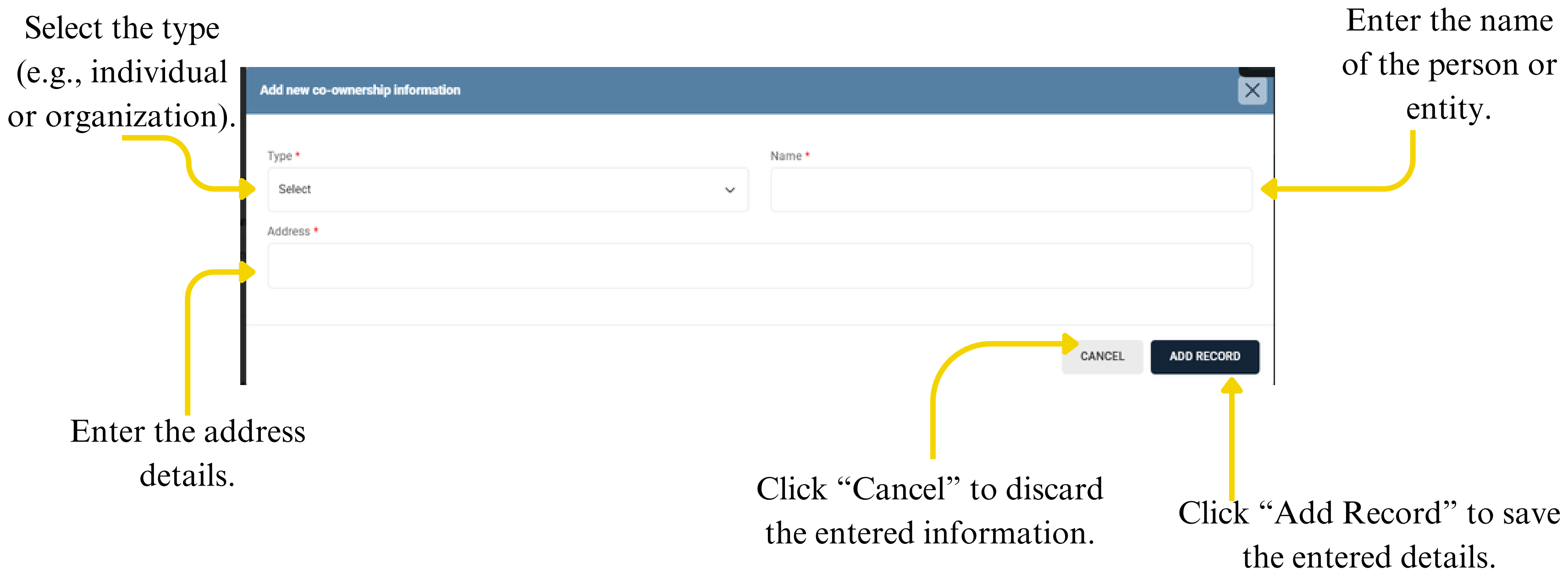
4 **Co-ownership or rights**
Indicate whether there are any co-owners or other individuals with rights to the asset by selecting "Yes" or "No".

If "Yes" is selected:



Search and select the relevant individual(s) from the list. Click "Add New" to add a person if they are not available in the list.

Use “Add New” if the required person or entity is not available in the list.



4 **Method of acquisition**
Select how the asset was acquired (e.g., purchase, gift, inheritance).

5 **Date of acquisition**
Select when the asset was acquired.

6 **Since when benefits/control are exercised**
Select the date or period from which the control or benefit has been in place.

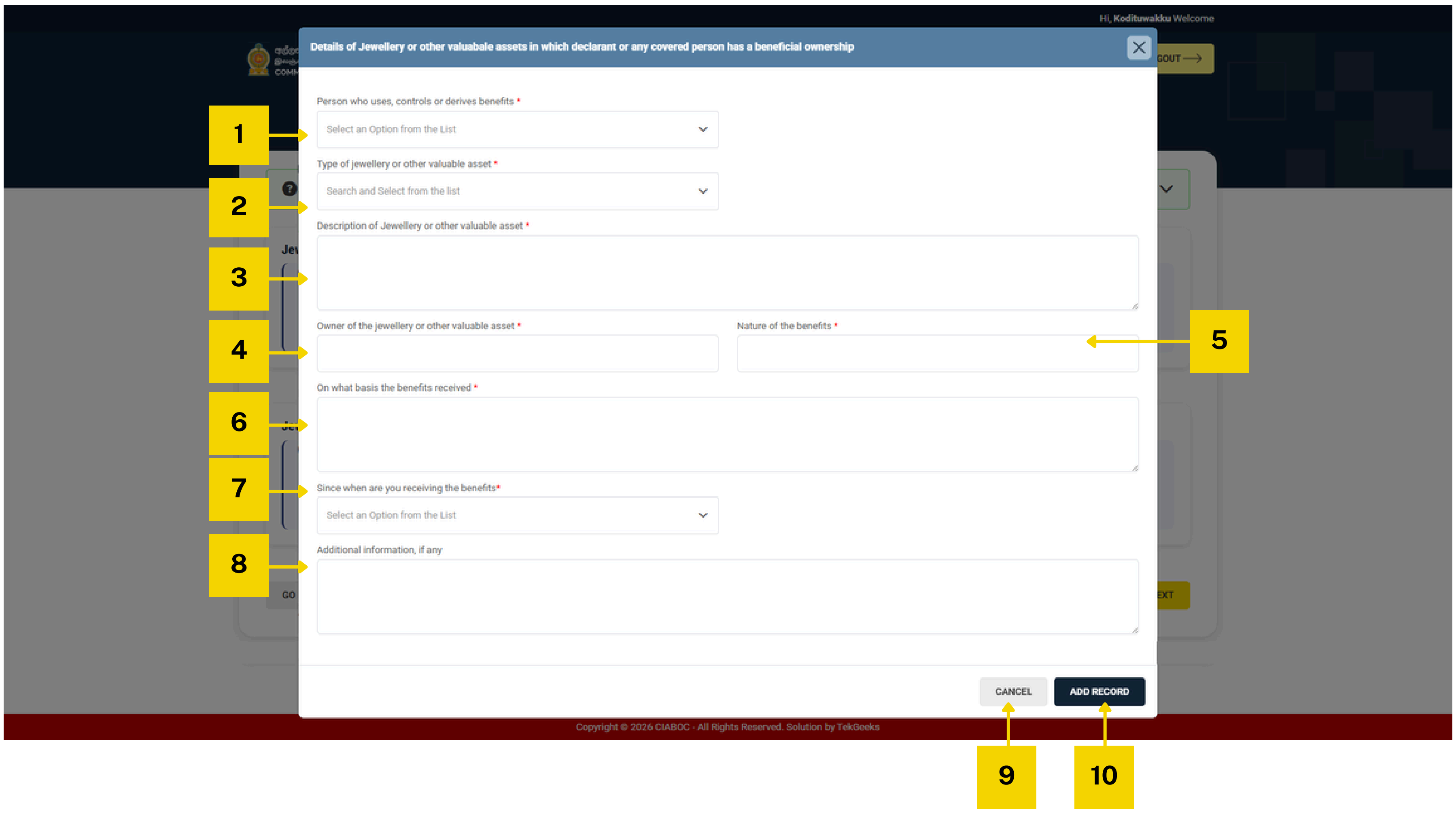
7 **Additional Information**
Provide any extra details if necessary (optional).

8 **Cancel**
Click “Cancel” to discard the entered information.

9 **Add Record**
Click “Add Record” to save the entered details.

5.7.2. Jewellery and Other Valuable Assets Details (Beneficial Ownership)

This section allows you to provide detailed information about jewellery or other valuable assets in which you or any covered person use, control, or derive benefits, even if the asset is owned by another person or entity.



1 **Person who uses, controls or derives benefits**
Select the individual who uses, controls, or benefits from the asset.

2 **Type of jewellery or other valuable asset**
Select the category or type of the asset (e.g., gold, precious stones, luxury items).

3 **Description of jewellery or other valuable asset**
Provide a detailed description of the asset, including identifying features if applicable.

4 **Owner of the jewellery or other valuable asset**
Enter or select the legal owner of the asset.

5 **Nature of the benefits**
Describe the type of benefit received (e.g., personal use, business use, shared usage).

6 **Basis of benefits received**
Explain the basis on which the benefit or control is exercised (e.g., agreement, family relationship, employment).

7 **Since when benefits are received**
Select the date or period from which the benefits or control have been in place.

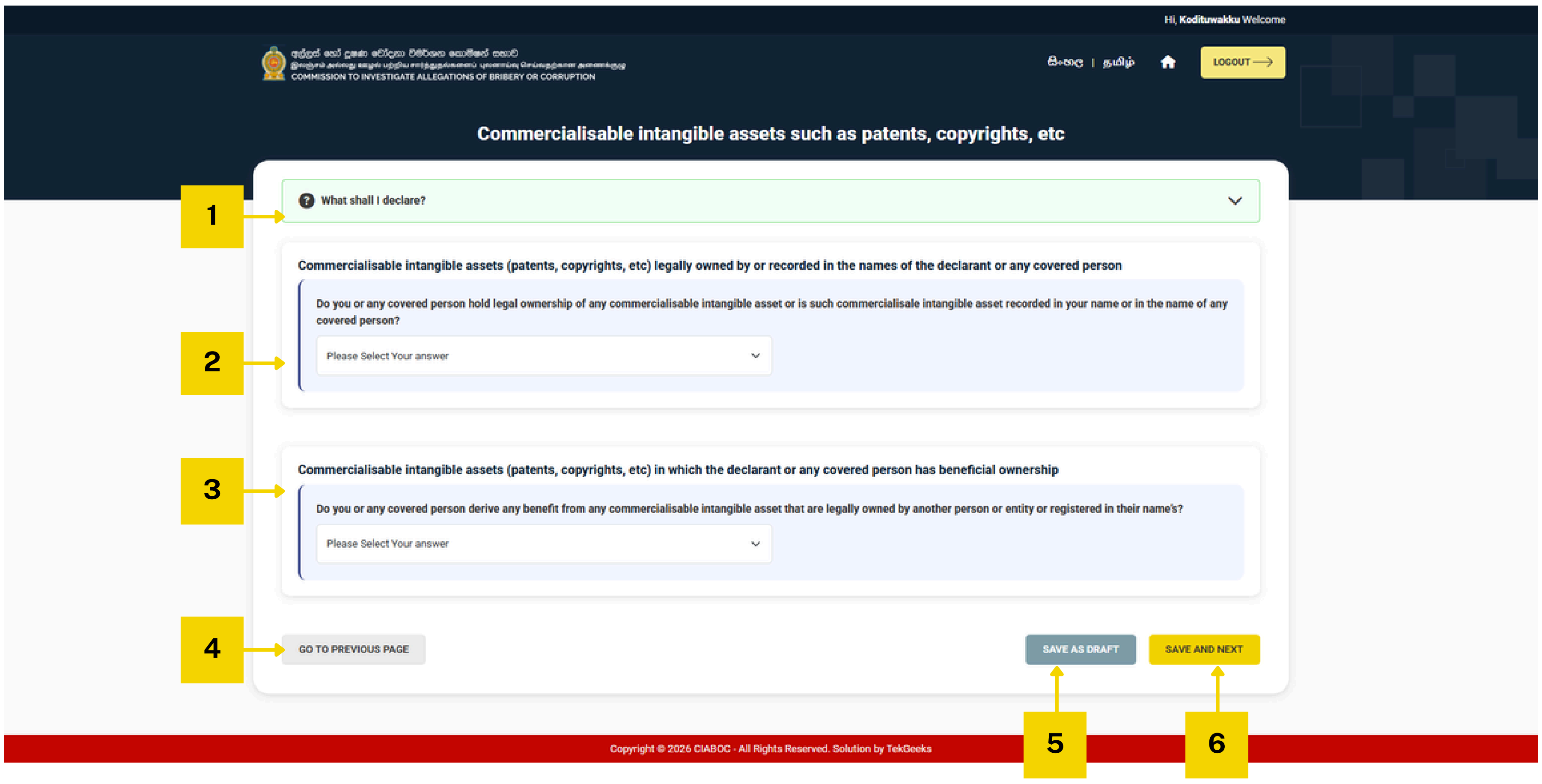
8 **Additional Information**
Provide any extra details if necessary (optional).

9 **Cancel**
Click “Cancel” to discard the entered information.

10 **Add Record**
Click “Add Record” to save the entered details.

5.8. Commercialisable intangible assets such as patents, copyrights, etc

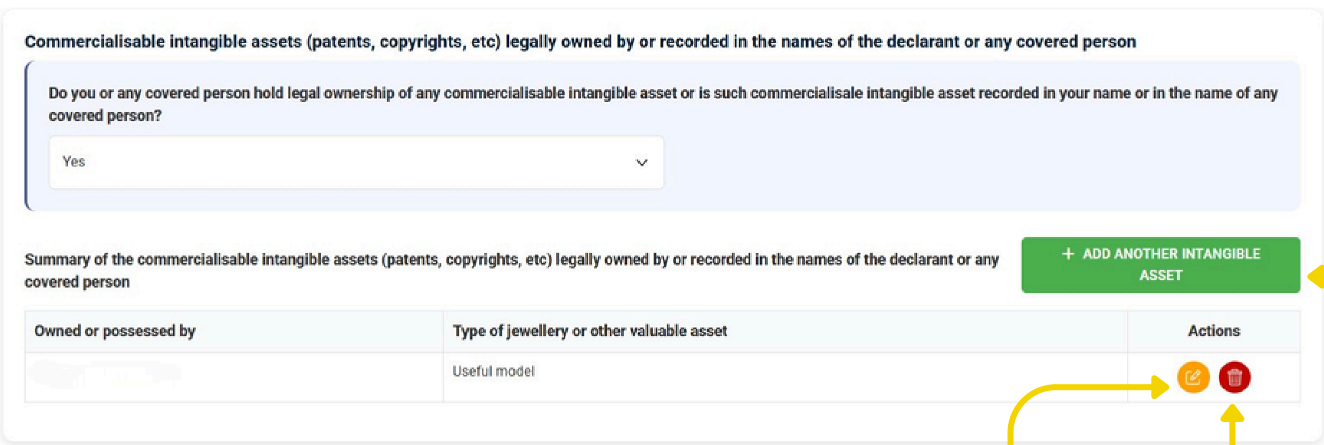
This section allows you to declare any commercialisable intangible assets (such as patents, copyrights, trademarks, etc.) that are owned, recorded, or beneficially controlled by you or any covered person during the declaration period.



1 **Review Guidance**
Click on "What shall I declare?" to view guidance on the types of intangible assets that should be included.

2 **Legally Owned or Recorded Assets**
ndicate whether you or any covered person legally own or have any commercialisable intangible assets recorded in your name by selecting "Yes" or "No".If you select "Yes", refer section 5.8.1.

If you or any covered person have multiple intangible assets:



Click "Add Another Intangible Asset" to enter additional asset details.

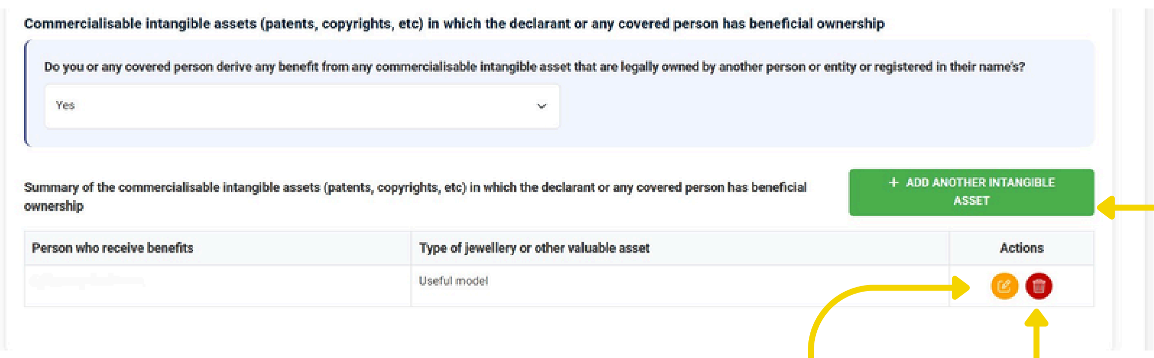
To edit an entry, click the edit icon next to the record.

To remove an entry, click the delete icon next to the record.

3 **Beneficial Ownership**

Indicate whether you or any covered person derive benefits from any commercialisable intangible assets owned or registered under another person or entity. If you select “Yes”, refer section 5.8.2.

If you or any covered person have multiple entries:



Click “Add Another Intangible Asset” to enter additional details.

To edit an entry, click the edit icon next to the record.

To remove an entry, click the delete icon next to the record.

4 **Go to Previous Page**

Return to the previous step.

5 **Save as Draft**

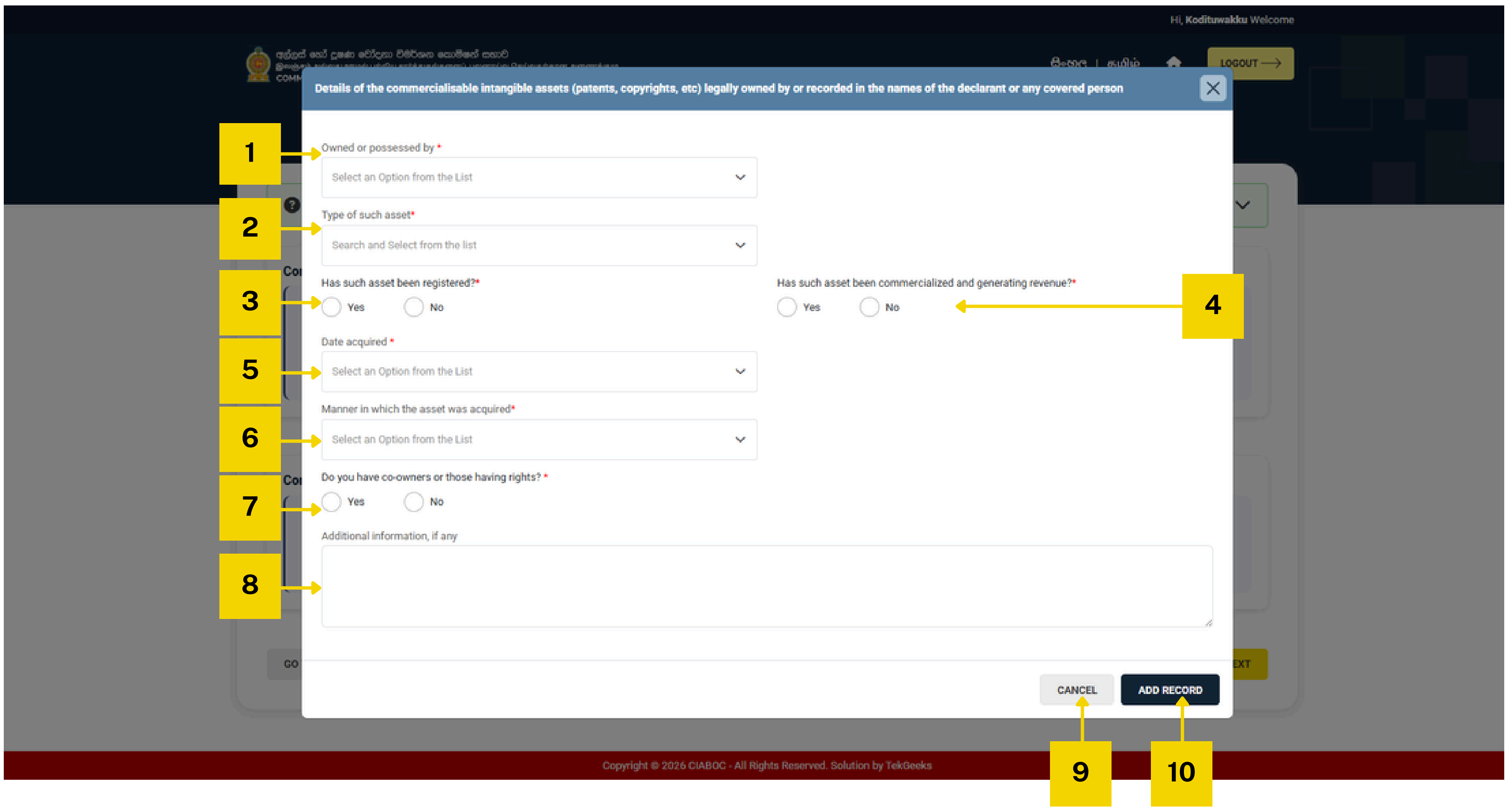
Click to save your progress and complete the form later.

6 **Save and Next**

Click to save the entered information and proceed to the next step.

5.8.1. Commercialisable Intangible Assets Details (Owned or Recorded)

This section allows you to provide detailed information about commercialisable intangible assets (such as patents, copyrights, trademarks, etc.) that are legally owned by or recorded in the name of you or any covered person during the declaration period.



1 **Owned or possessed by**
Select the individual who legally owns or has the asset recorded in their name.

2 **Type of asset**
Select the type or category of the intangible asset (e.g., patent, copyright, trademark).

3 **Registration status**
Indicate whether the asset has been officially registered by selecting “Yes” or “No”.

4 **Commercialisation status**
Indicate whether the asset has been commercialised and is generating revenue by selecting “Yes” or “No”.

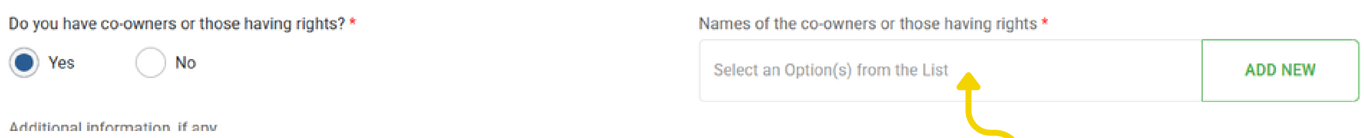
5 **Date of acquisition**
Select the date when the asset was acquired or registered.

6 **Manner of acquisition**
Select how the asset was acquired (e.g., developed, purchased, inherited, assigned).

7 Co-ownership or rights

Indicate whether there are any co-owners or other individuals with rights to the asset by selecting “Yes” or “No”.

If “Yes” is selected:

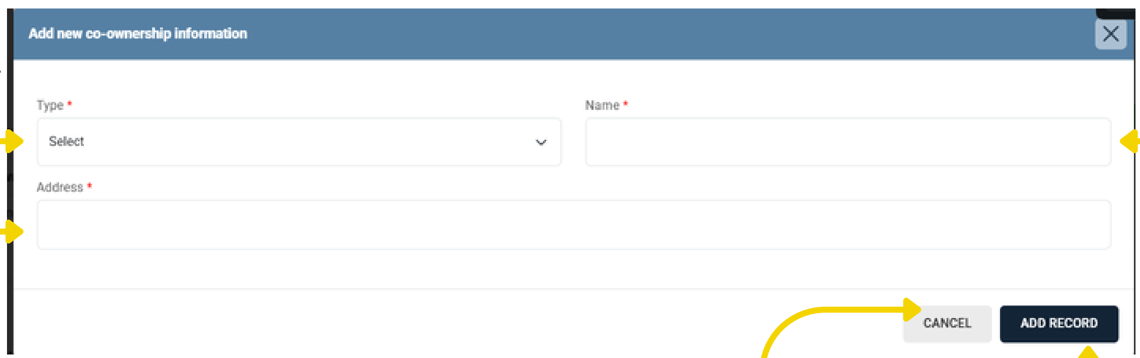


Search and select the relevant individual(s) from the list. Click “Add New” to add a person if they are not available in the list.

Use “Add New” if the required person or entity is not available in the list.

Select the type (e.g., individual or organization).

Enter the name of the person or entity.



Enter the address details.

Click “Cancel” to discard the entered information.

Click “Add Record” to save the entered details.

8 Additional Information

Provide any extra details if necessary (optional).

9 Cancel

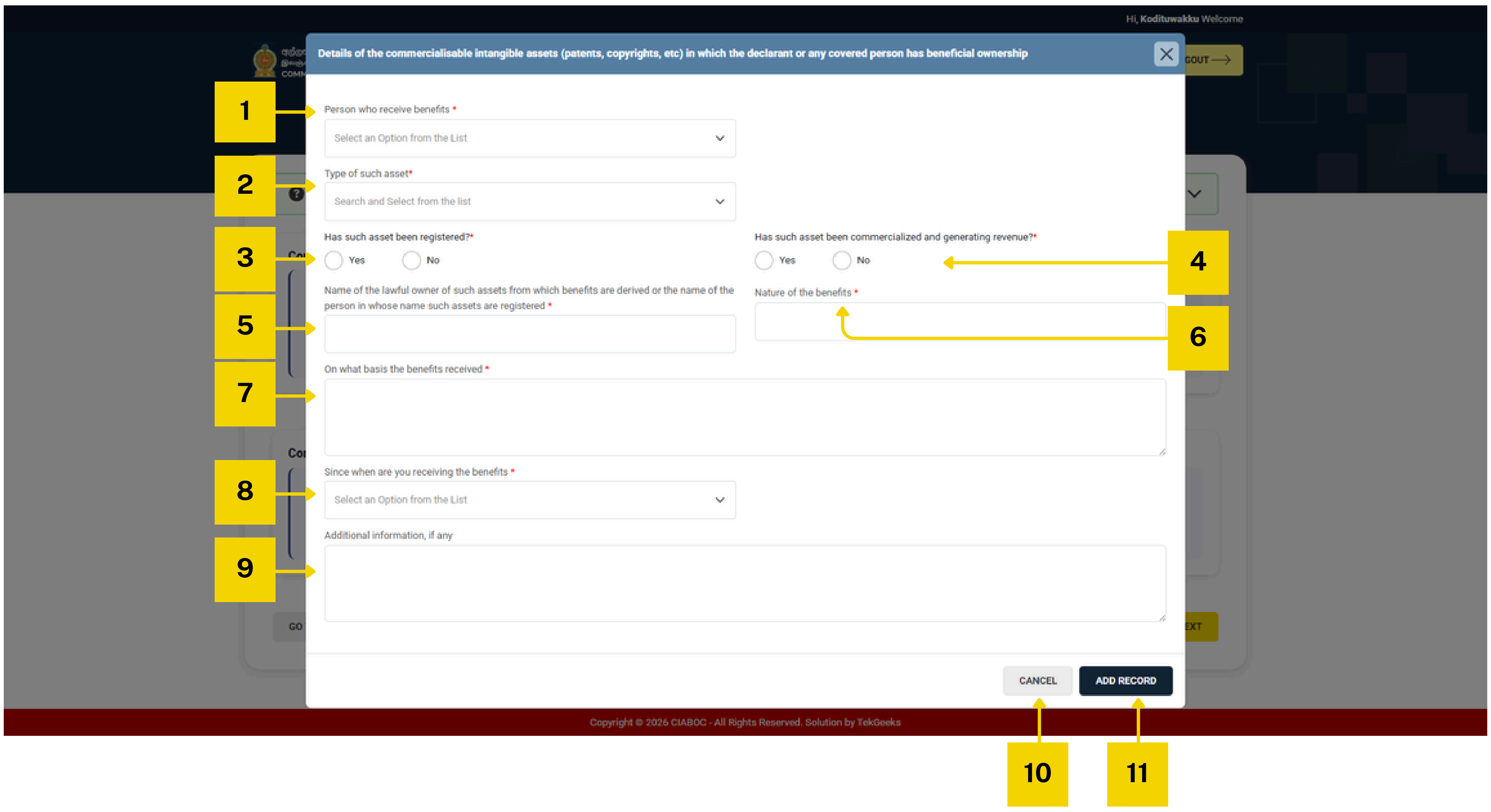
Click “Cancel” to discard the entered information.

10 Add Record

Click “Add Record” to save the entered details.

5.8.2. Commercialisable Intangible Assets Details (Beneficial Ownership)

This section allows you to provide detailed information about commercialisable intangible assets (such as patents, copyrights, trademarks, etc.) in which you or any covered person derive benefits or exercise control, even if the asset is legally owned by or registered under another person or entity.



1 **Person who receives benefits**
Select the individual who receives benefits from the intangible asset.

2 **Type of asset**
Select the type or category of the intangible asset (e.g., patent, copyright, trademark).

3 **Registration status**
Indicate whether the asset has been officially registered by selecting "Yes" or "No".

4 **Commercialisation status**
Indicate whether the asset has been commercialised and is generating revenue by selecting "Yes" or "No".

5 **Legal owner details**
Provide the name of the lawful owner of the asset from whom benefits are derived, or the name of the person in whose name the asset is registered.

6 **Nature of the benefits**
Describe the type of benefits received (e.g., royalties, licensing income, usage rights).

7 **Basis of benefits received**
Explain the basis on which the benefits are received (e.g., agreement, ownership structure, contractual rights).

8 **Since when benefits are received**
Select the date or period from which the benefits have been received.

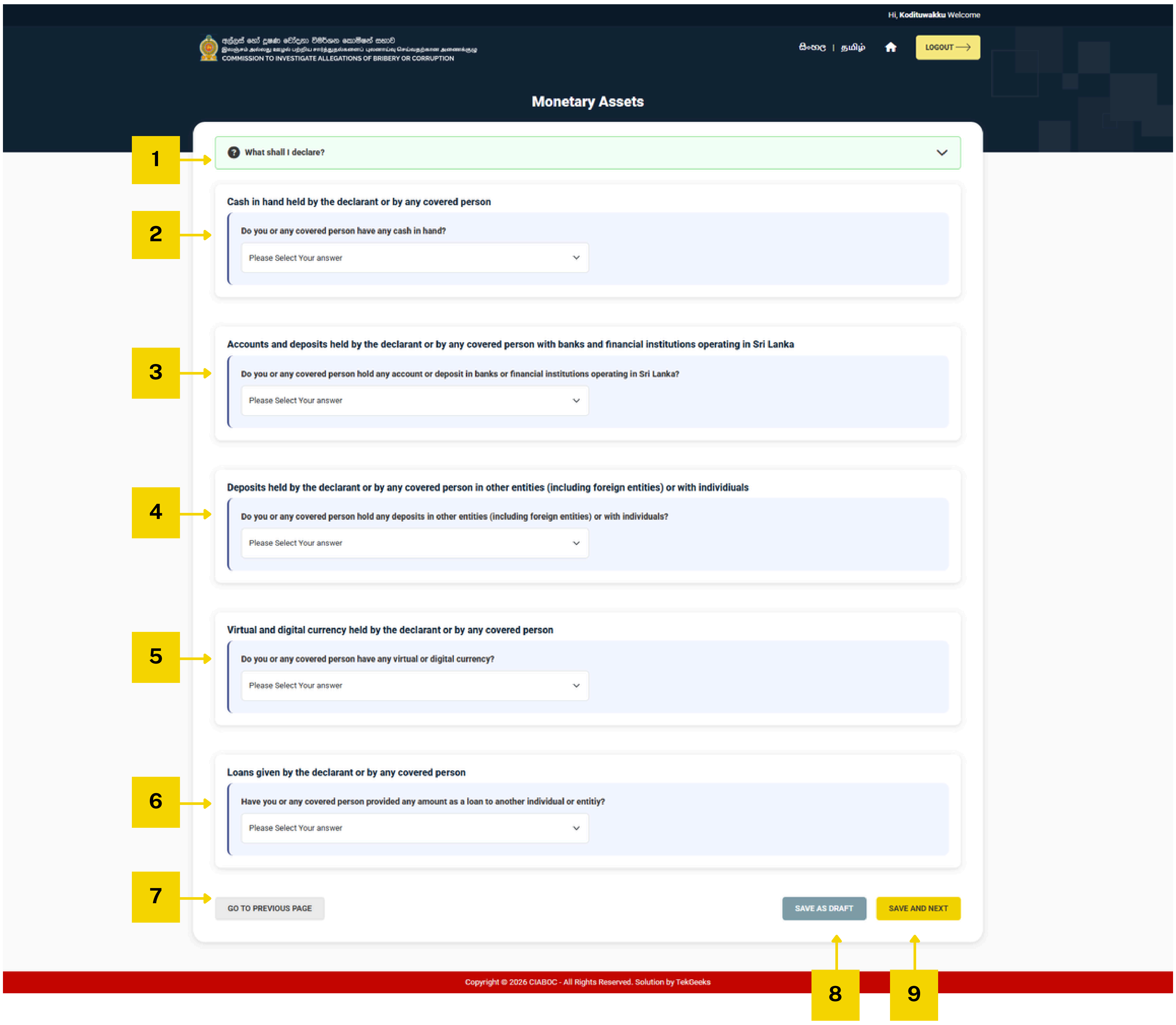
9 **Additional Information**
Provide any extra details if necessary (optional).

10 **Cancel**
Click “Cancel” to discard the entered information.

11 **Add Record**
Click “Add Record” to save the entered details.

5.9. Monetary Assets

This section allows you to declare information about monetary assets held by you or any covered person during the declaration period. This includes cash, bank accounts, deposits, digital currencies, and loans provided to others.



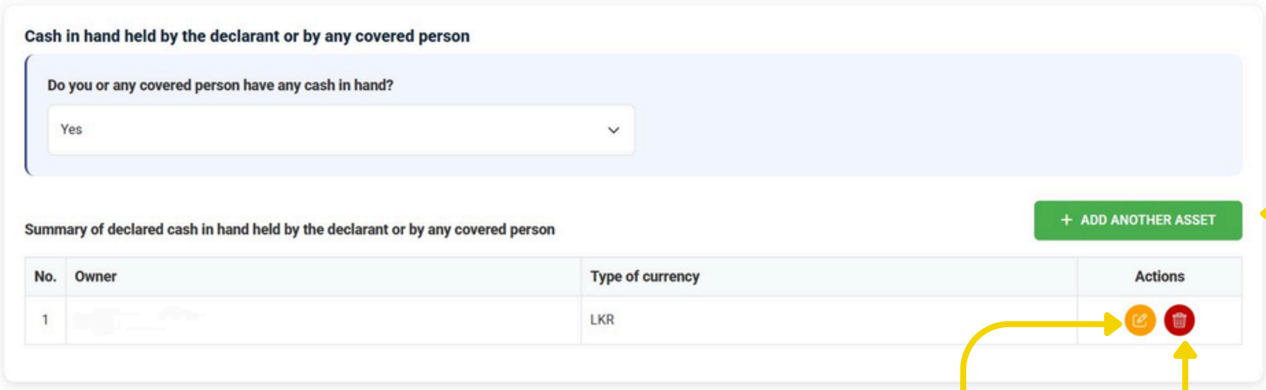
1

Review Guidance
Click on “What shall I declare?” to view guidance on the types of monetary assets that should be included.

2

Cash in hand

Indicate whether you or any covered person holds any cash in hand by selecting "Yes" or "No". If you select "Yes", refer section 5.9.1.



Click "Add Another Asset" to provide details of additional assets.

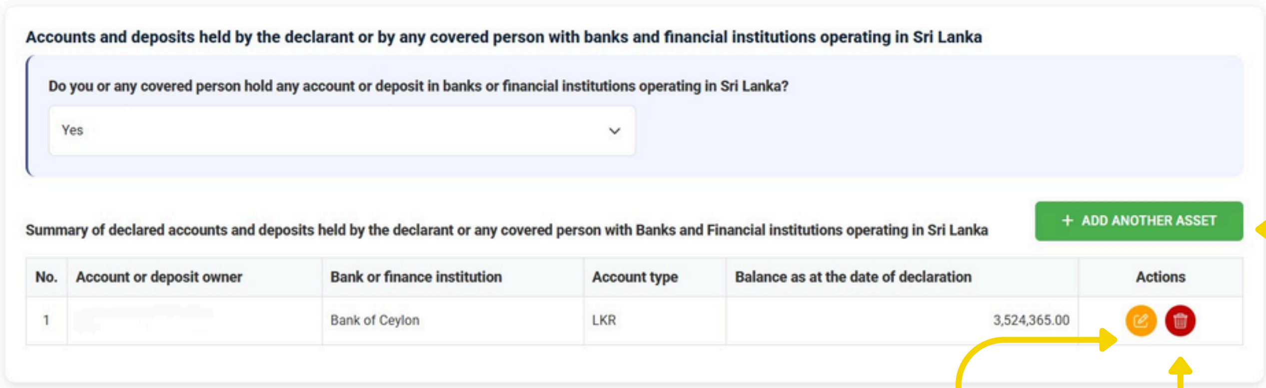
To edit an entry, click the edit icon next to the record.

To remove an entry, click the delete icon next to the record.

3

Accounts and deposits in Sri Lanka

Indicate whether you or any covered person holds any accounts or deposits in banks or financial institutions operating in Sri Lanka by selecting "Yes" or "No".
If "Yes" is selected , refer section 5.9.2.



Click "Add Another Asset" to provide details of additional assets.

To edit an entry, click the edit icon next to the record.

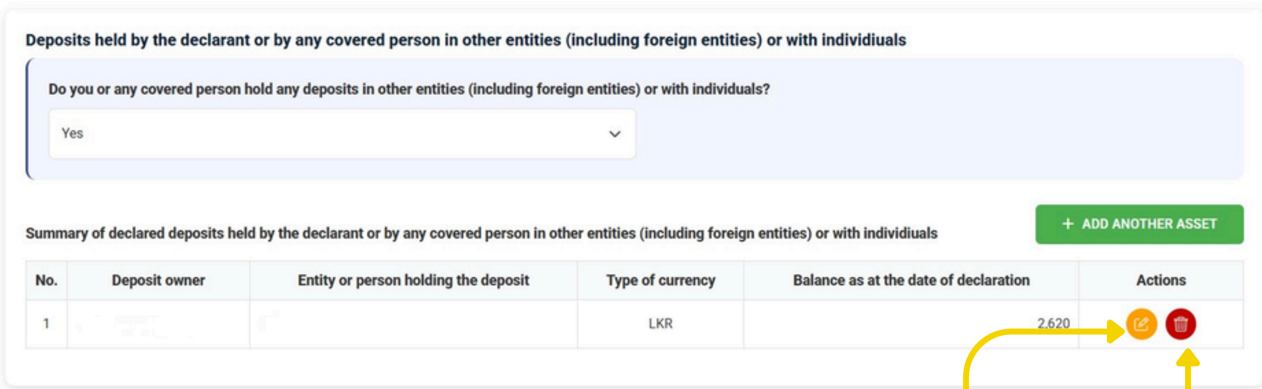
To remove an entry, click the delete icon next to the record.

4

Deposits in other entities or with individuals

Indicate whether you or any covered person holds any deposits in other entities (including foreign entities) or with individuals by selecting "Yes" or "No".

If "Yes" is selected, refer section 5.9.3.



Click "Add Another Asset" to provide details of additional assets.

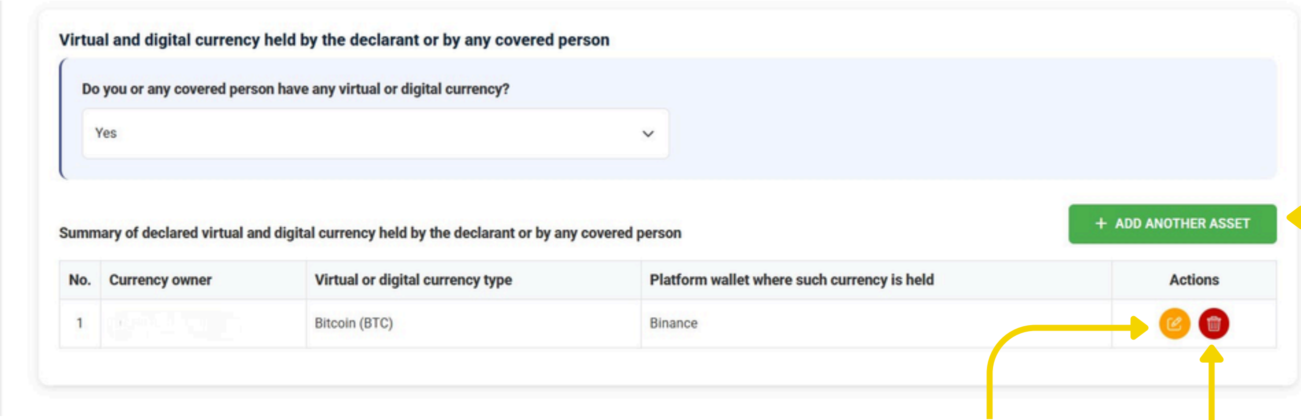
To edit an entry, click the edit icon next to the record.

To remove an entry, click the delete icon next to the record.

5 **Virtual or digital currency**

Indicate whether you or any covered person holds any virtual or digital currency (e.g., cryptocurrencies) by selecting “Yes” or “No”.

If “Yes” is selected, refer section 5.9.4.



Click “Add Another Asset” to provide details of additional assets.

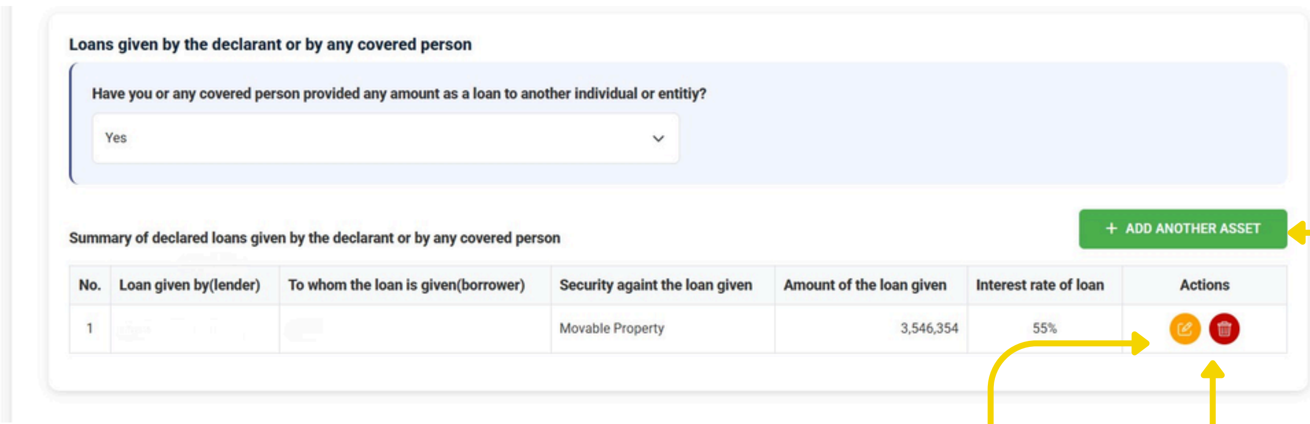
To edit an entry, click the edit icon next to the record.

To remove an entry, click the delete icon next to the record.

6 **Loans given**

Indicate whether you or any covered person has provided any loans to another individual or entity by selecting “Yes” or “No”.

If “Yes” is selected, refer section 5.9.5.



Click “Add Another Asset” to provide details of additional assets.

To edit an entry, click the edit icon next to the record.

To remove an entry, click the delete icon next to the record.

7 **Go to Previous Page**

Return to the previous step.

8 **Save as Draft**

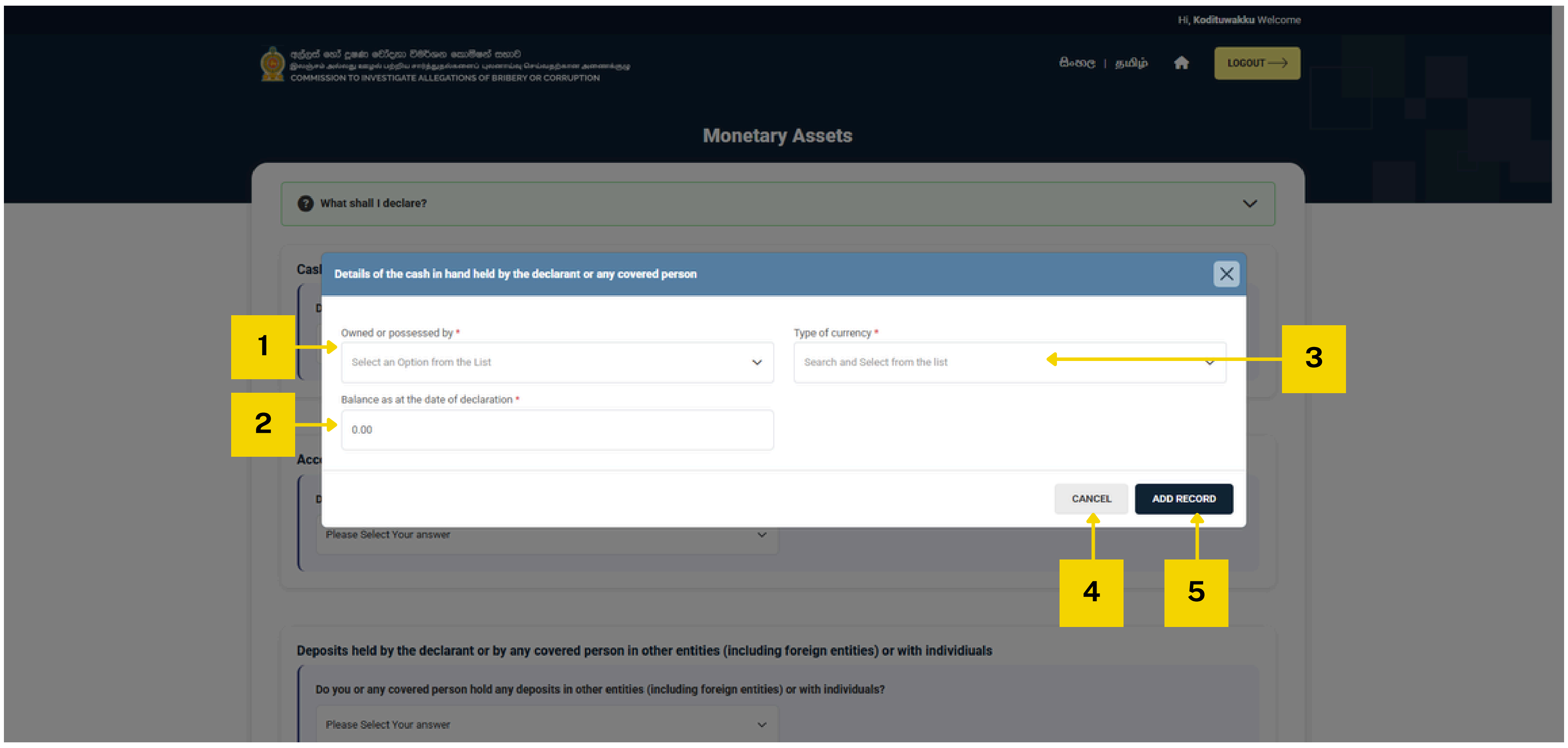
Click to save your progress and complete the form later.

9 **Save and Next**

Click to save the entered information and proceed to the next step.

5.9.1. Cash in Hand

This section allows you to provide details of cash held by you or any covered person as at the date of declaration.



1 **Owned or possessed by**
Select the individual who owns, possesses, or has control over the cash from the list.

2 **Type of currency**
Select the currency type of the cash held (e.g., LKR, USD, EUR).

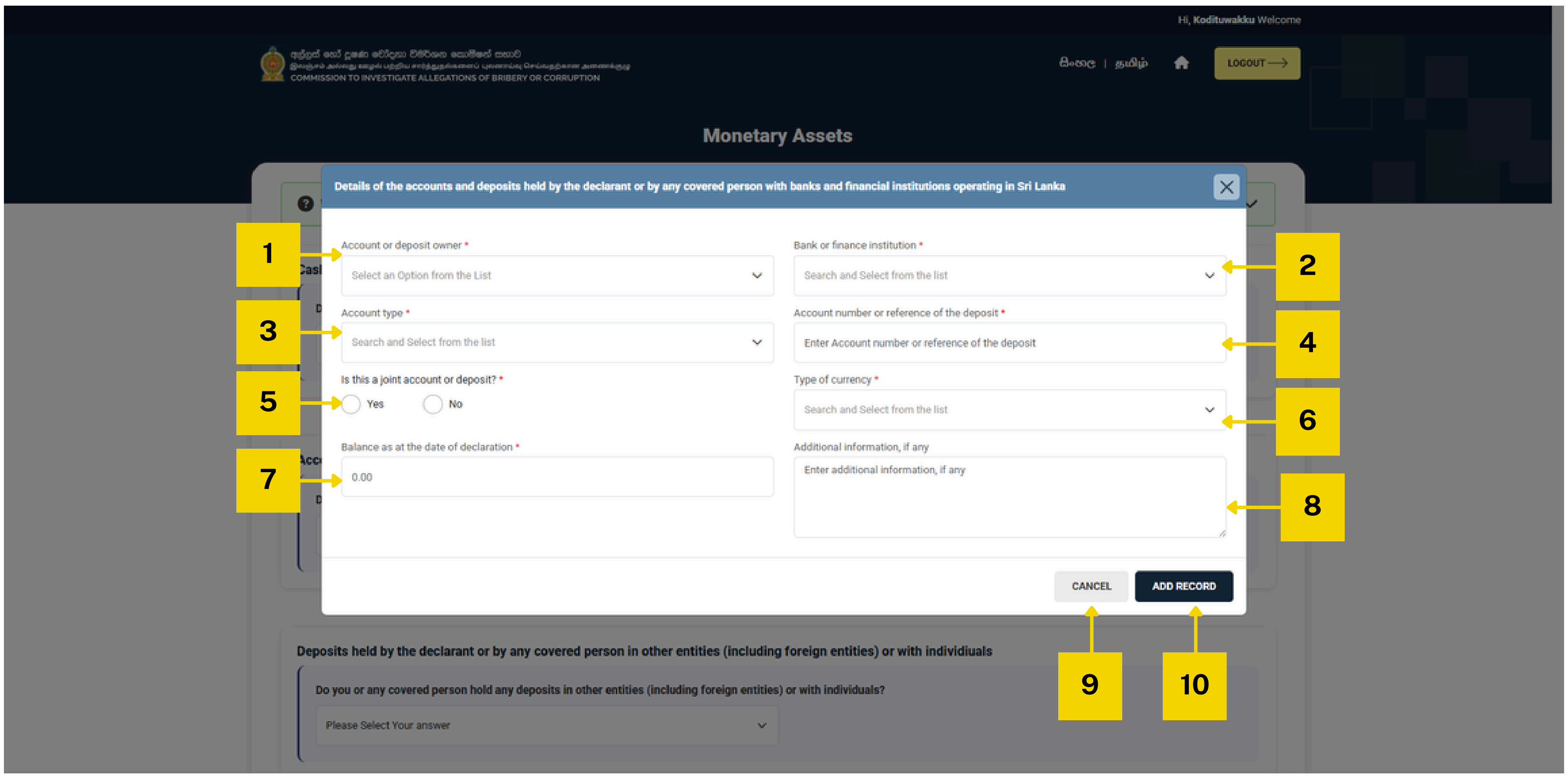
3 **Balance as at the date of declaration**
Enter the total amount of cash held as at the date of the declaration.

4 **Cancel**
Click “Cancel” to discard the entered information.

5 **Add Record**
Click “Add Record” to save the entered details.

5.9.2. Accounts and Deposits

This section allows you to provide details of accounts and deposits held by you or any covered person with banks or financial institutions operating in Sri Lanka as at the date of declaration.



1 **Account or deposit owner**
Select the individual who owns or holds the account or deposit from the list.

2 **Bank or financial institution**
Select the bank or financial institution where the account or deposit is maintained.

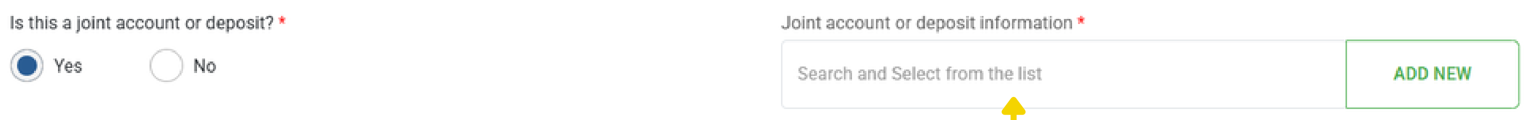
3 **Account type**
Select the type of account or deposit (e.g., savings, current, fixed deposit).

4 **Account number or reference**
Enter the account number or deposit reference number.

5

Is this a joint account or deposit?
Indicate whether the account or deposit is jointly held by selecting "Yes" or "No".

If "Yes" is selected:

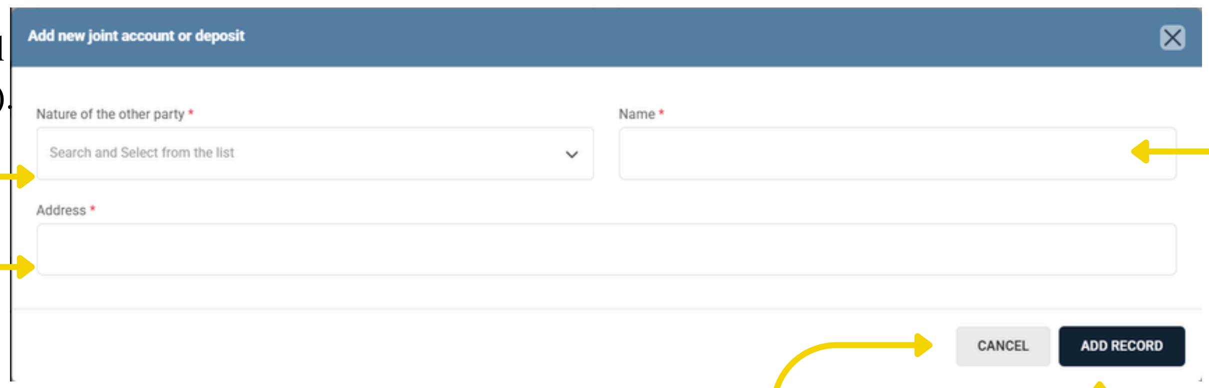


Search and select the relevant individual(s) from the list. Click "Add New" to add a person if they are not available in the list.

Use "Add New" if the required person or entity is not available in the list.

Select the type (e.g., individual or organization).

Enter the name of the person or entity.



Enter the address details.

Click "Cancel" to discard the entered information.

Click "Add Record" to save the entered details.

6

Type of currency
Select the currency type of the account or deposit (e.g., LKR, USD).

7

Balance as at the date of declaration
Enter the account balance or deposit value as at the date of declaration.

8

Additional Information
Provide any extra details if necessary (optional).

9

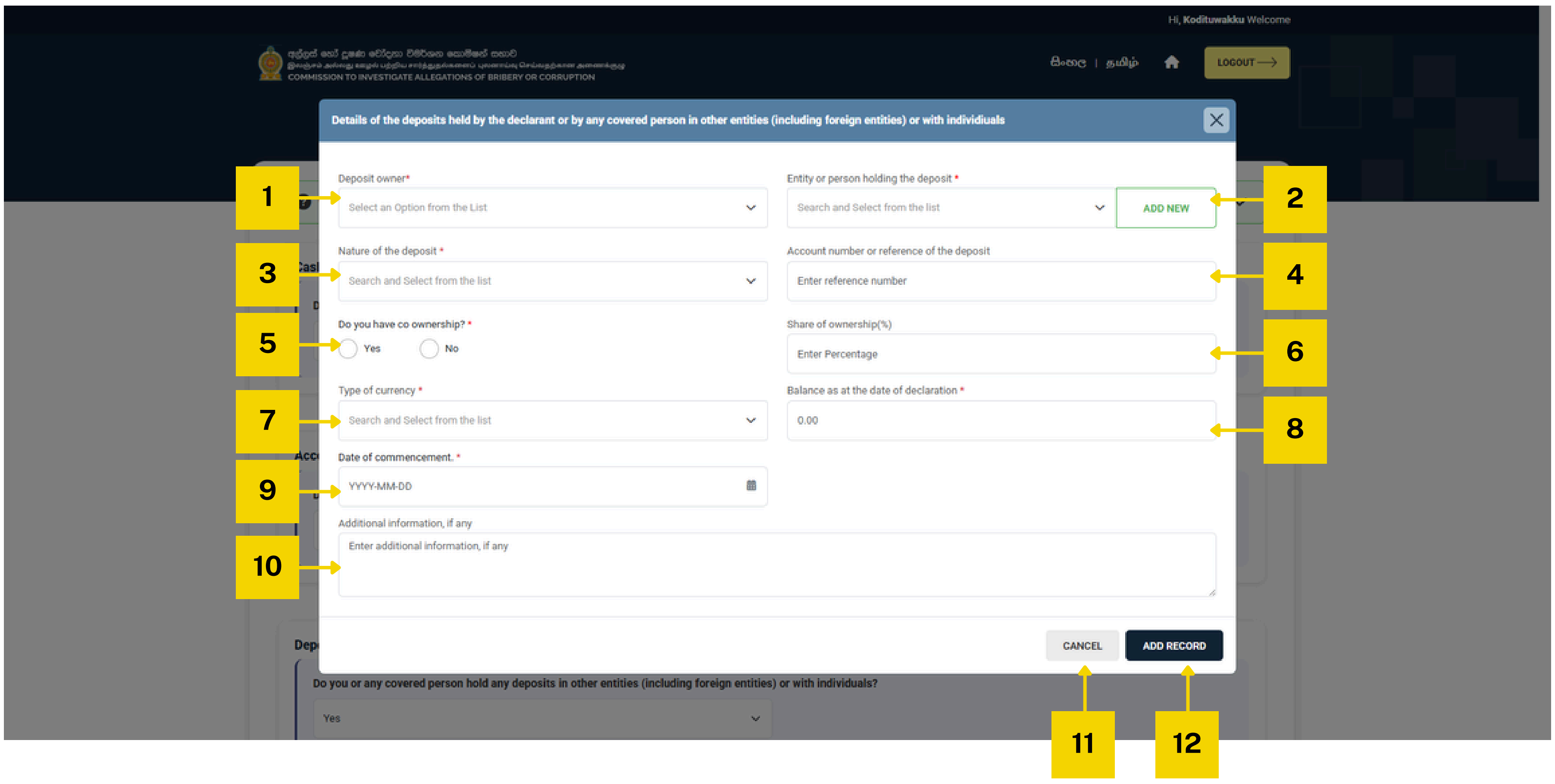
Cancel
Click "Cancel" to discard the entered information.

10

Add Record
Click "Add Record" to save the entered details.

5.9.3. Deposits in Other Entities or with Individuals

This section allows you to provide details of deposits held by you or any covered person in other entities (including foreign entities) or with individuals as at the date of declaration.



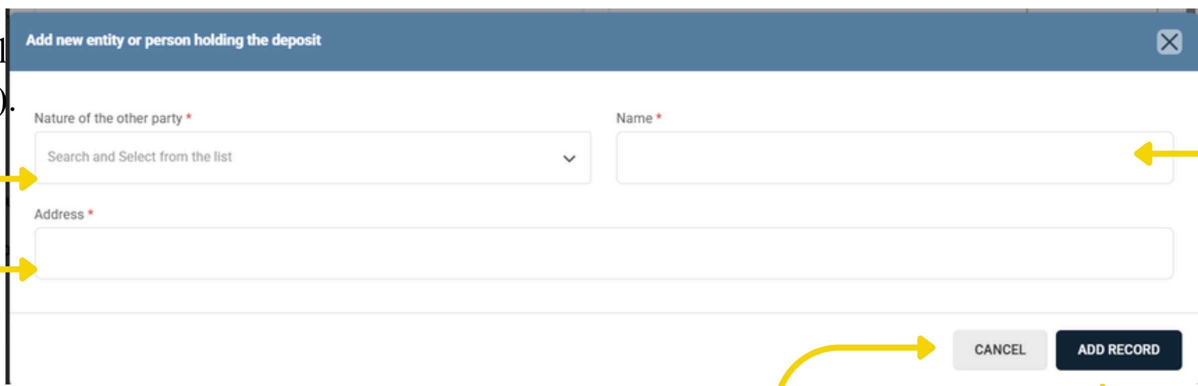
1 **Deposit owner**
Select the individual who owns or holds the deposit from the list.

2 **Entity or person holding the deposit**
Select the entity or individual with whom the deposit is held.

Use "Add New" if the required person or entity is not available in the list.

Select the type (e.g., individual or organization).

Enter the name of the person or entity.



Enter the address details.

Click "Cancel" to discard the entered information.

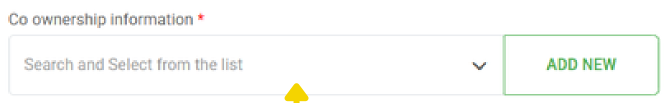
Click "Add Record" to save the entered details.

3 **Nature of the deposit**
Select the type or nature of the deposit (e.g., fixed deposit, informal deposit, lending arrangement).

4 **Account number or reference of the deposit**
Enter the account number or reference number associated with the deposit.

5 **Do you have co-ownership?**
Indicate whether the deposit is jointly owned by selecting “Yes” or “No”.

If “Yes” is selected:

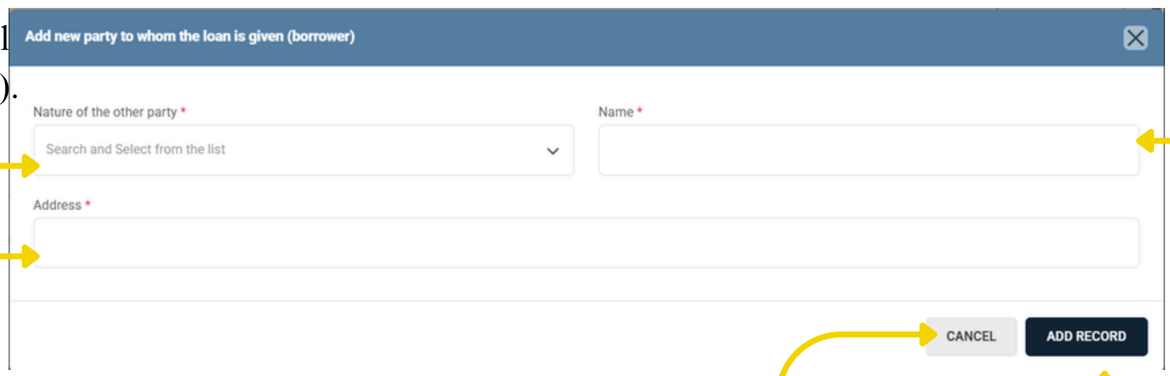


Search and select the relevant individual(s) from the list. Click “Add New” to add a person if they are not available in the list.

Use “Add New” if the required person or entity is not available in the list.

Select the type (e.g., individual or organization).

Enter the name of the person or entity.



Enter the address details.

Click “Cancel” to discard the entered information.

Click “Add Record” to save the entered details.

6 **Share of ownership (%)**
If the deposit is jointly owned, enter the percentage share of ownership.

7 **Type of currency**
Select the currency type of the deposit (e.g., LKR, USD).

8 **Balance as at the date of declaration**
Enter the value of the deposit as at the date of declaration.

9 **Date of commencement**
Select the date on which the deposit was initiated or commenced.

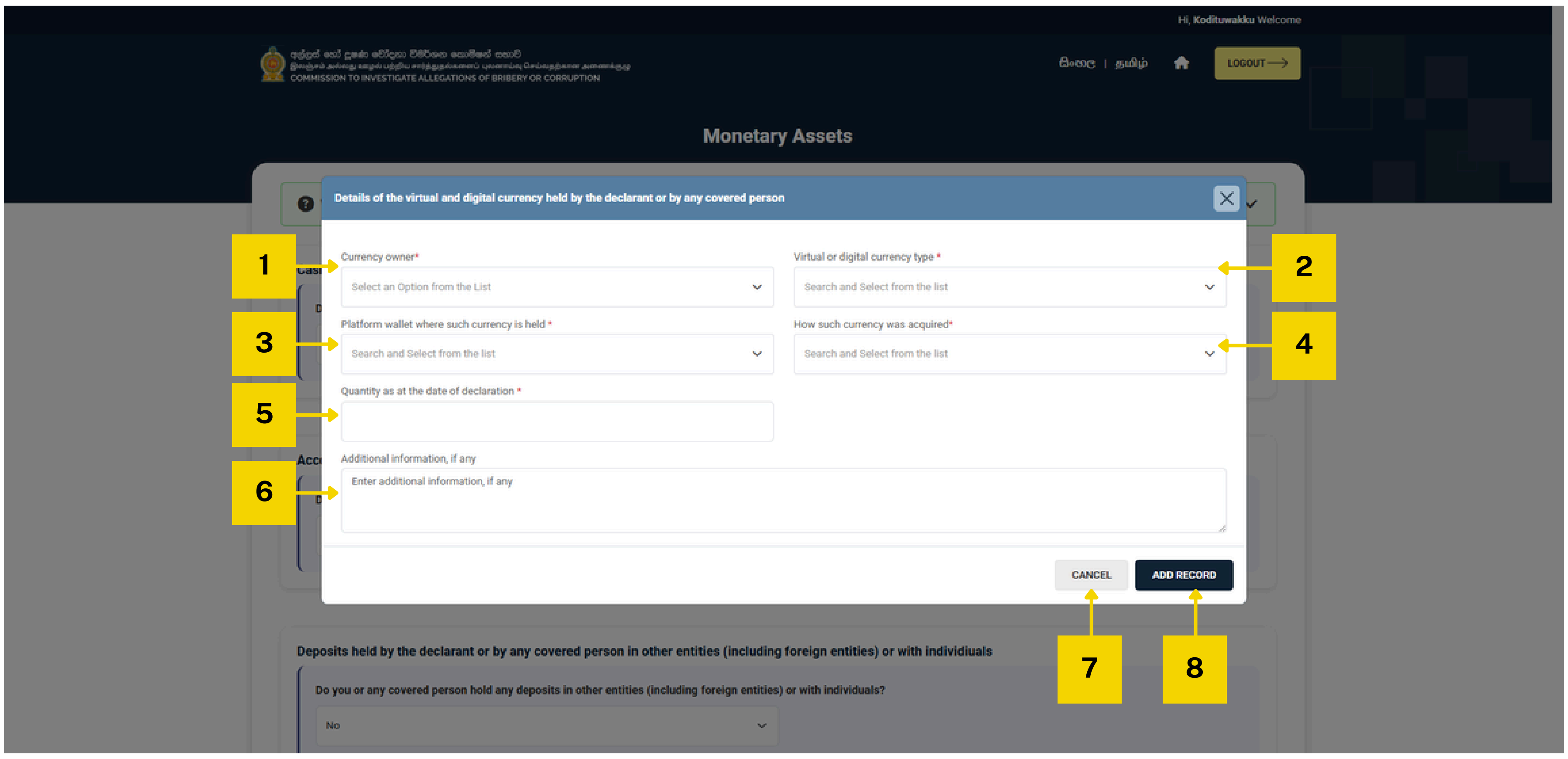
10 **Additional Information**
Provide any extra details if necessary (optional).

11 **Cancel**
Click “Cancel” to discard the entered information.

12 **Add Record**
Click “Add Record” to save the entered details.

5.9.4. Virtual and Digital Currency

This section allows you to provide details of virtual or digital currencies held by you or any covered person as at the date of declaration.



1 **Currency owner**
Select the individual who owns or holds the virtual or digital currency from the list.

2 **Virtual or digital currency type**
Select the type of digital currency (e.g., Bitcoin, Ethereum, or other cryptocurrencies).

3 **Platform or wallet**
Select the platform, exchange, or wallet where the currency is held.

4 **How the currency was acquired**
Select how the currency was obtained (e.g., purchase, mining, transfer, gift).

5 **Quantity as at the date of declaration**
Enter the amount of the virtual or digital currency held as at the date of declaration.

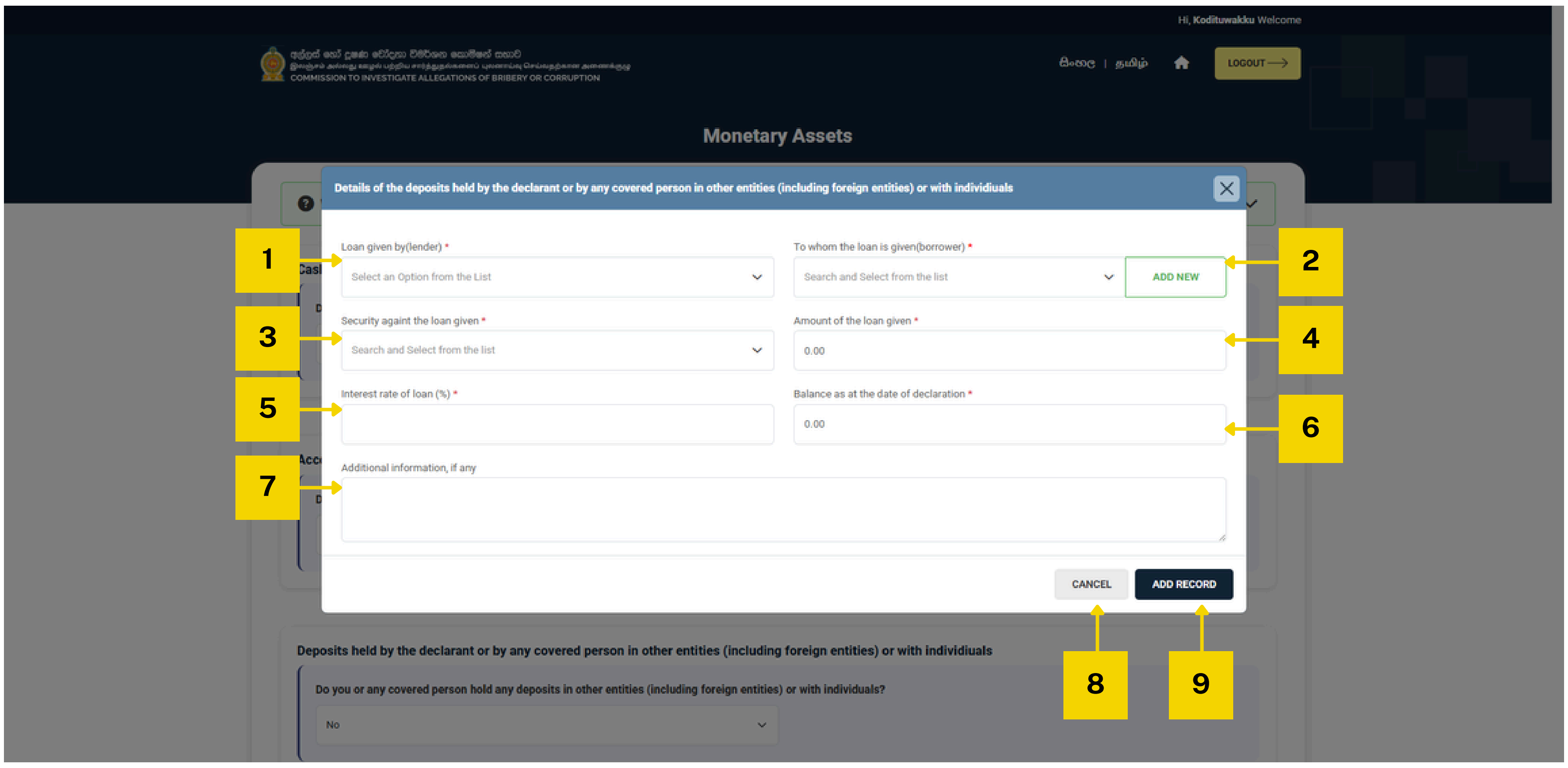
6 **Additional Information**
Provide any extra details if necessary (optional).

7 **Cancel**
Click “Cancel” to discard the entered information.

8 **Add Record**
Click “Add Record” to save the entered details.

5.9.5. Loans Given

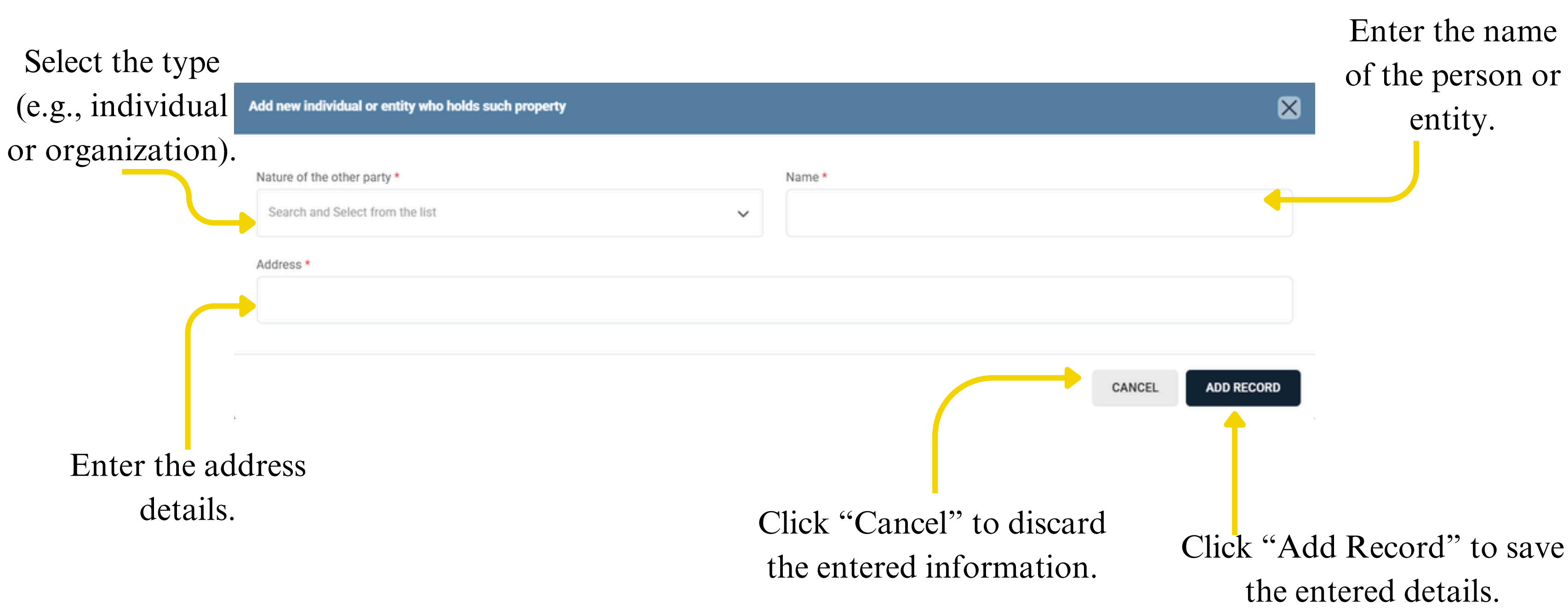
This section allows you to provide details of loans given by you or any covered person to another individual or entity as at the date of declaration.



1 **Loan given by (lender)**
Select the individual who provided the loan from the list.

2 **To whom the loan is given (borrower)**
Select the individual or entity receiving the loan.

Use "Add New" if the required person or entity is not available in the list.



3 **Security against the loan**
Select the type of security or collateral provided for the loan (if any).

4 **Amount of the loan given**
Enter the total amount of the loan provided.

5 **Interest rate of loan (%)**
Enter the applicable interest rate for the loan as a percentage.

6 **Balance as at the date of declaration**
Enter the outstanding balance of the loan as at the date of declaration.

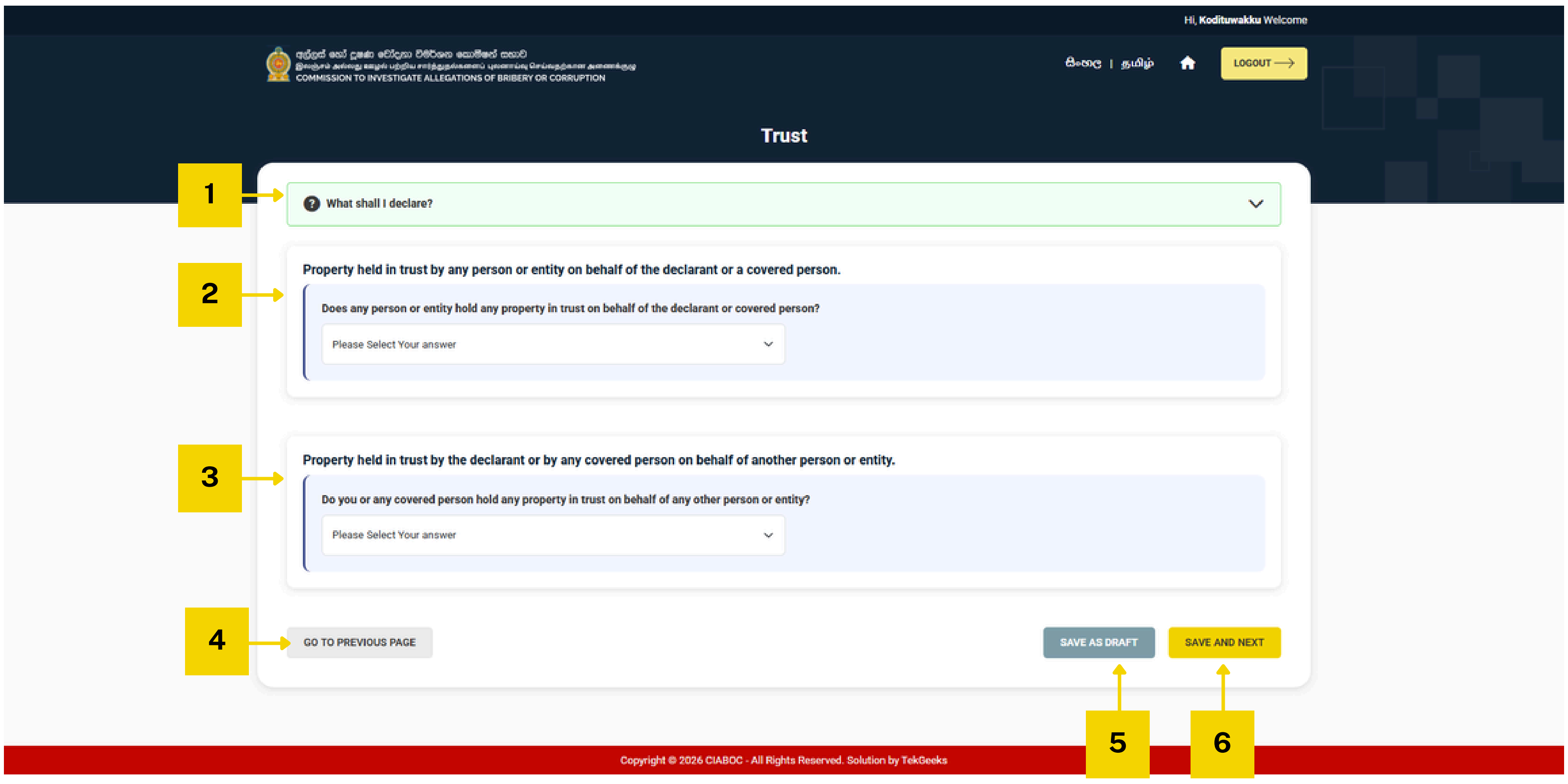
7 **Additional Information**
Provide any extra details if necessary (optional).

8 **Cancel**
Click “Cancel” to discard the entered information.

9 **Add Record**
Click “Add Record” to save the entered details.

5.10. Trust

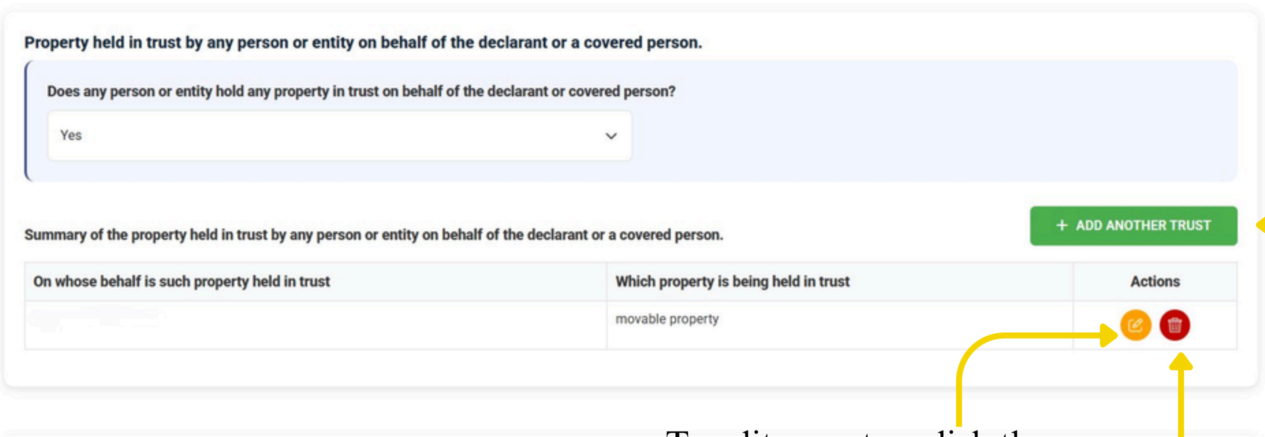
This section allows you to declare information about properties held in trust involving you or any covered person during the declaration period. This includes situations where property is held on your behalf or by you on behalf of others.



1 **Review Guidance**
Click on “What shall I declare?” to view guidance on the types of trust-related properties that should be included.

2 **Property held in trust by another person or entity**
Indicate whether any person or entity holds property in trust on behalf of you or any covered person by selecting “Yes” or “No”.

If “Yes” is selected, refer section 5.10.1.



Click “Add Another Trust” to enter details of each trust arrangement.

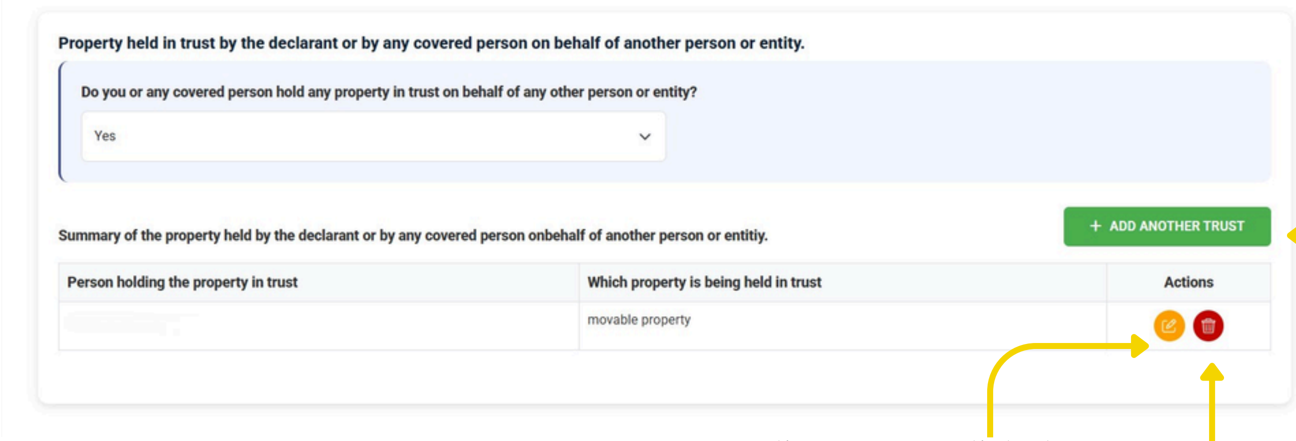
To edit an entry, click the edit icon next to the record.

To remove an entry, click the delete icon next to the record.

3

Property held in trust by you or a covered person
Indicate whether you or any covered person hold property in trust on behalf of another person or entity by selecting "Yes" or "No".

If "Yes" is selected, refer section 5.10.2.



Click "Add Another Trust" to enter additional records.

To edit an entry, click the edit icon next to the record.

To remove an entry, click the delete icon next to the record.

4

Go to Previous Page
Return to the previous step.

5

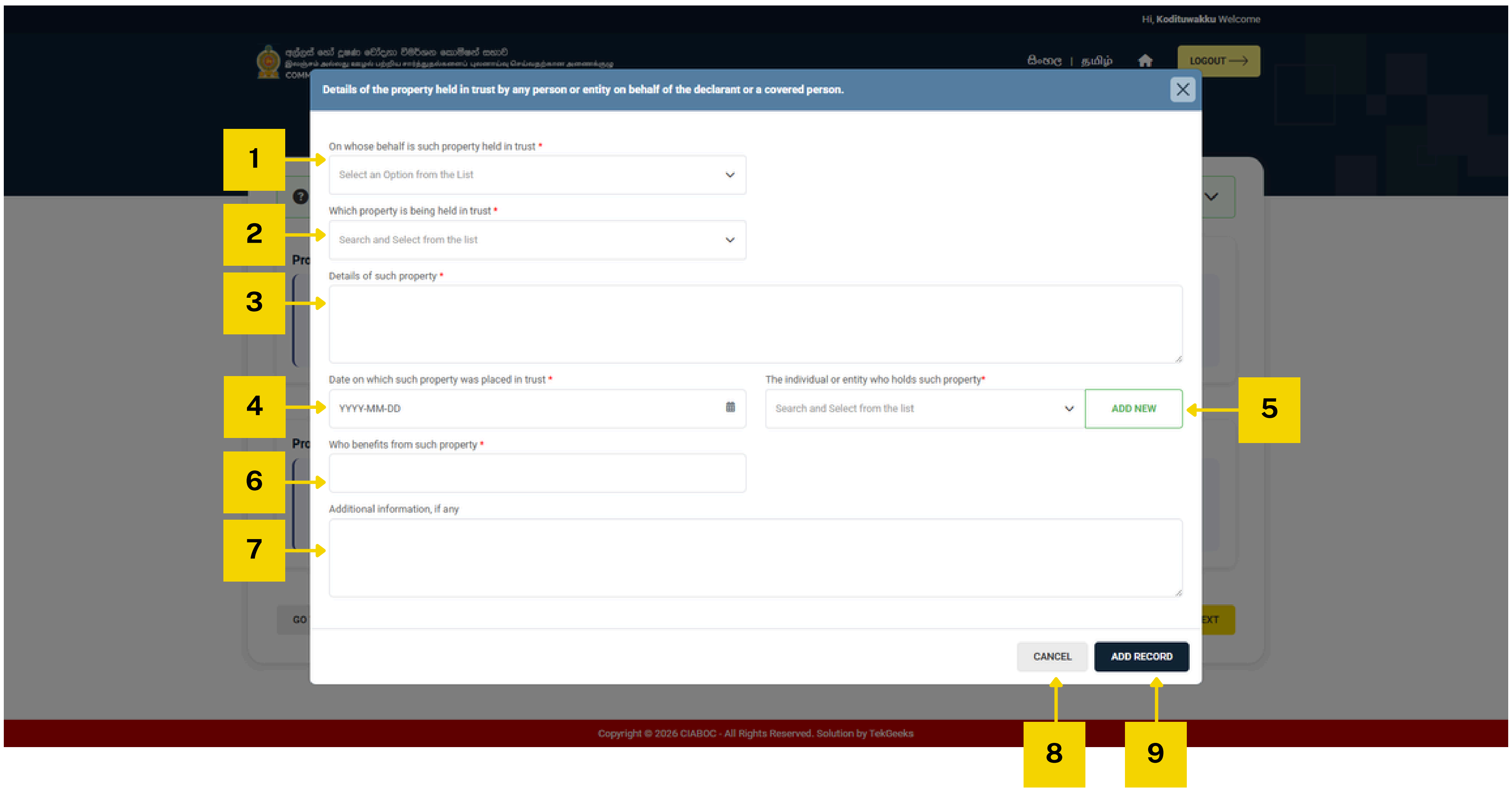
Save as Draft
Click to save your progress and complete the form later.

6

Save and Next
Click to save the entered information and proceed to the next step.

5.10.1. Property Held in Trust

This section allows you to provide details of property held in trust by another person or entity on behalf of you or any covered person.



1 **On whose behalf is such property held in trust**
Select the individual for whom the property is being held in trust.

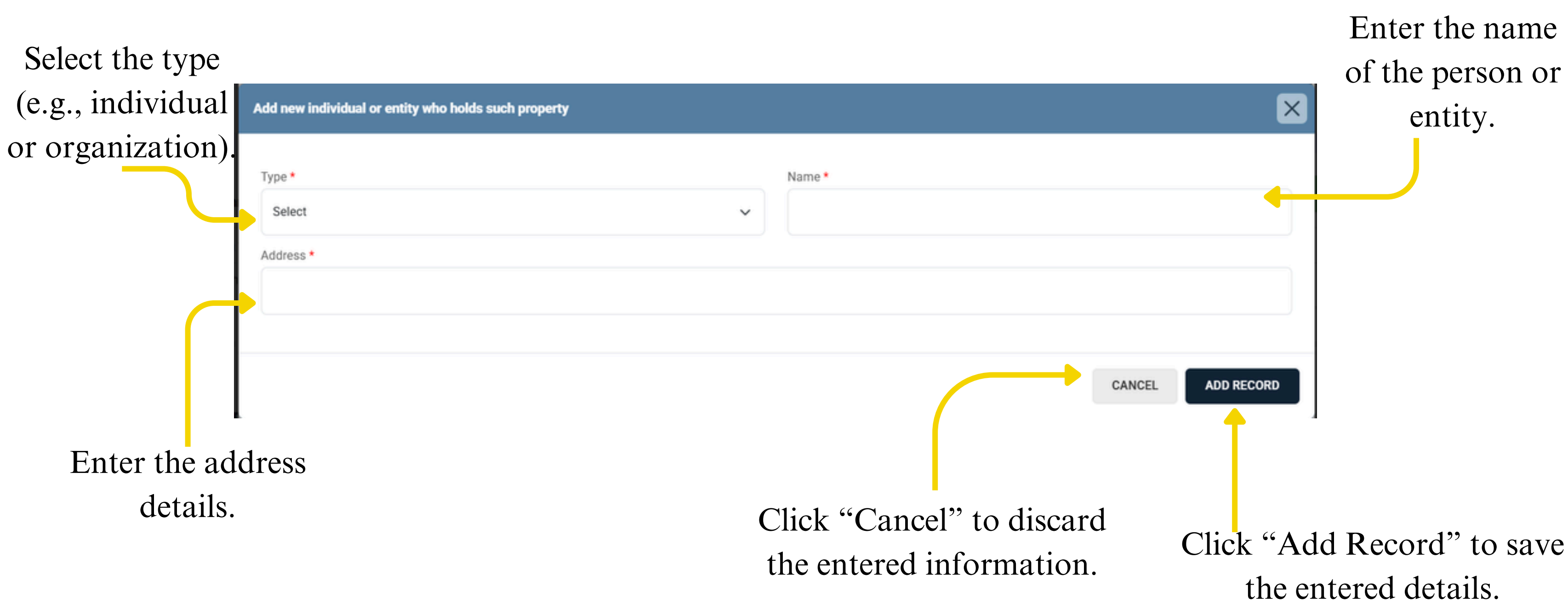
2 **Which property is being held in trust**
Select the type or category of the property held in trust.

3 **Details of such property**
Provide a detailed description of the property, including any relevant identifying information.

4 **Date on which such property was placed in trust**
Select the date when the property was placed under the trust arrangement.

5 **The individual or entity who holds such property**
Select the person or entity holding the property in trust.

Use “Add New” if the required person or entity is not available in the list.



6 **Who benefits from such property**
Specify the individual(s) who benefit from the property held in trust.

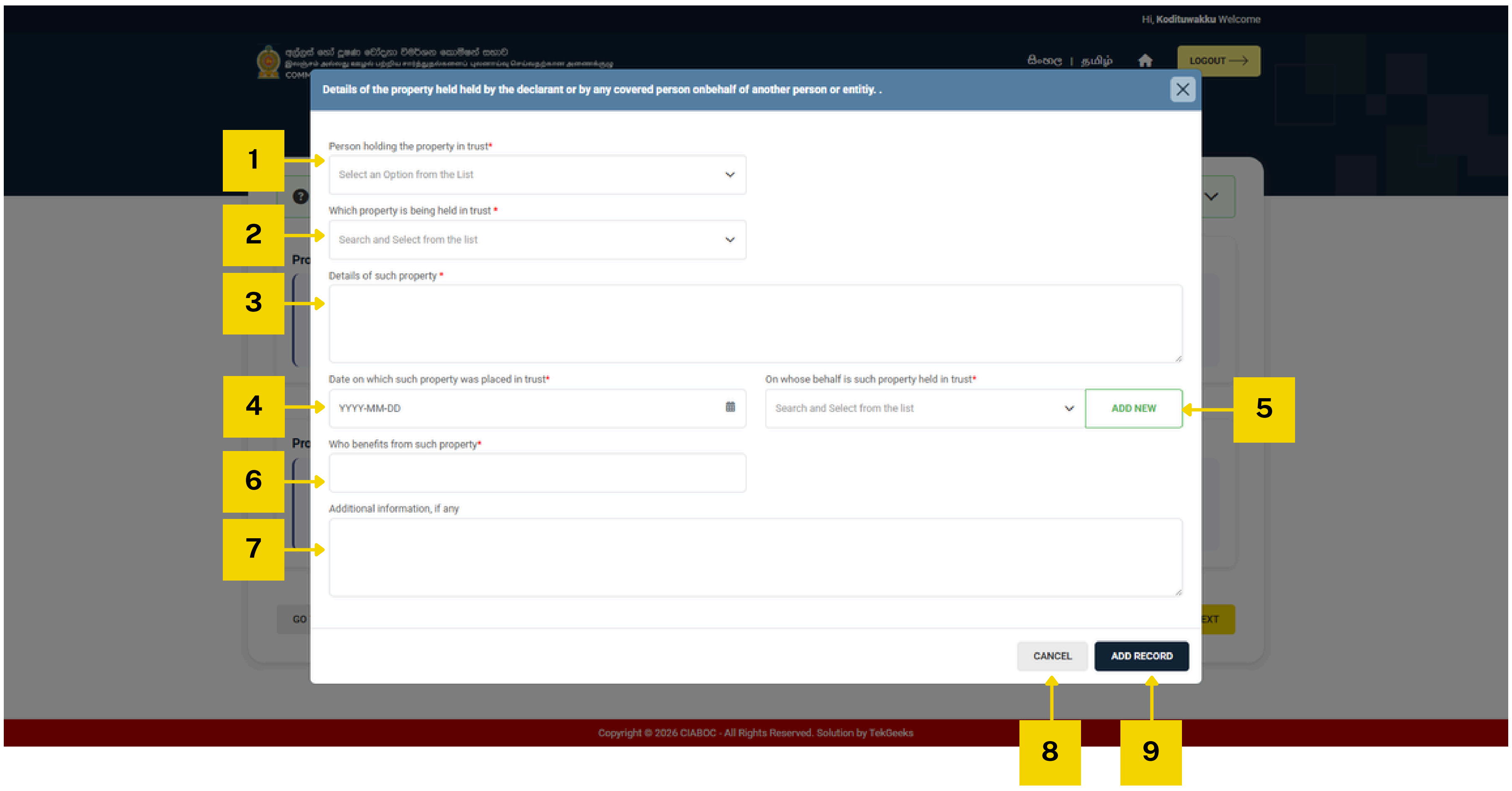
7 **Additional Information**
Provide any extra details if necessary (optional).

8 **Cancel**
Click “Cancel” to discard the entered information.

9 **Add Record**
Click “Add Record” to save the entered details.

5.10.2. Property Held in Trust (On Behalf of Another Person or Entity)

This section allows you to provide details of property held by you or any covered person in trust on behalf of another individual or entity.



1 **Person holding the property in trust**
Select the individual who holds the property in trust.

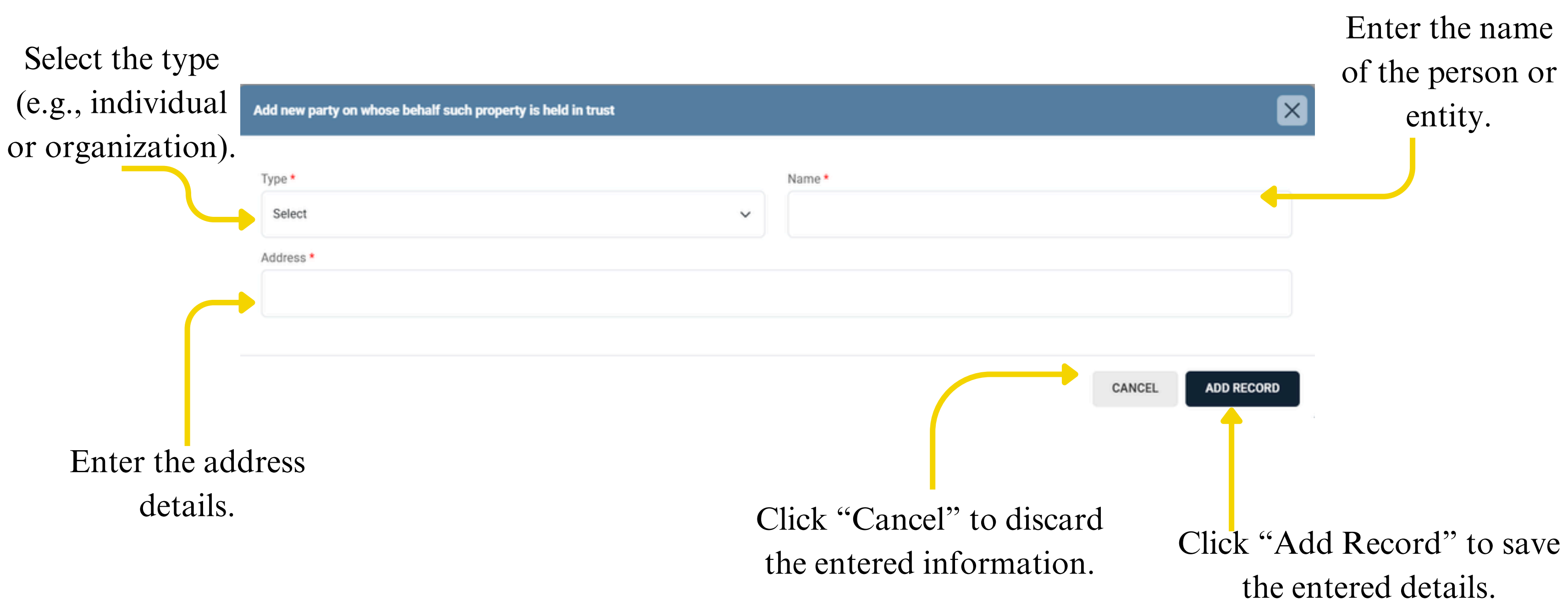
2 **Which property is being held in trust**
Select the type or category of the property held in trust.

3 **Details of such property**
Provide a detailed description of the property, including any relevant identifying information.

4 **Date on which such property was placed in trust**
Select the date when the property was placed under the trust arrangement.

5 **On whose behalf is such property held in trust**
Select the individual or entity on whose behalf the property is held.

Use "Add New" if the required person or entity is not available in the list.



6 **Who benefits from such property**
Specify the individual(s) who benefit from the property held in trust.

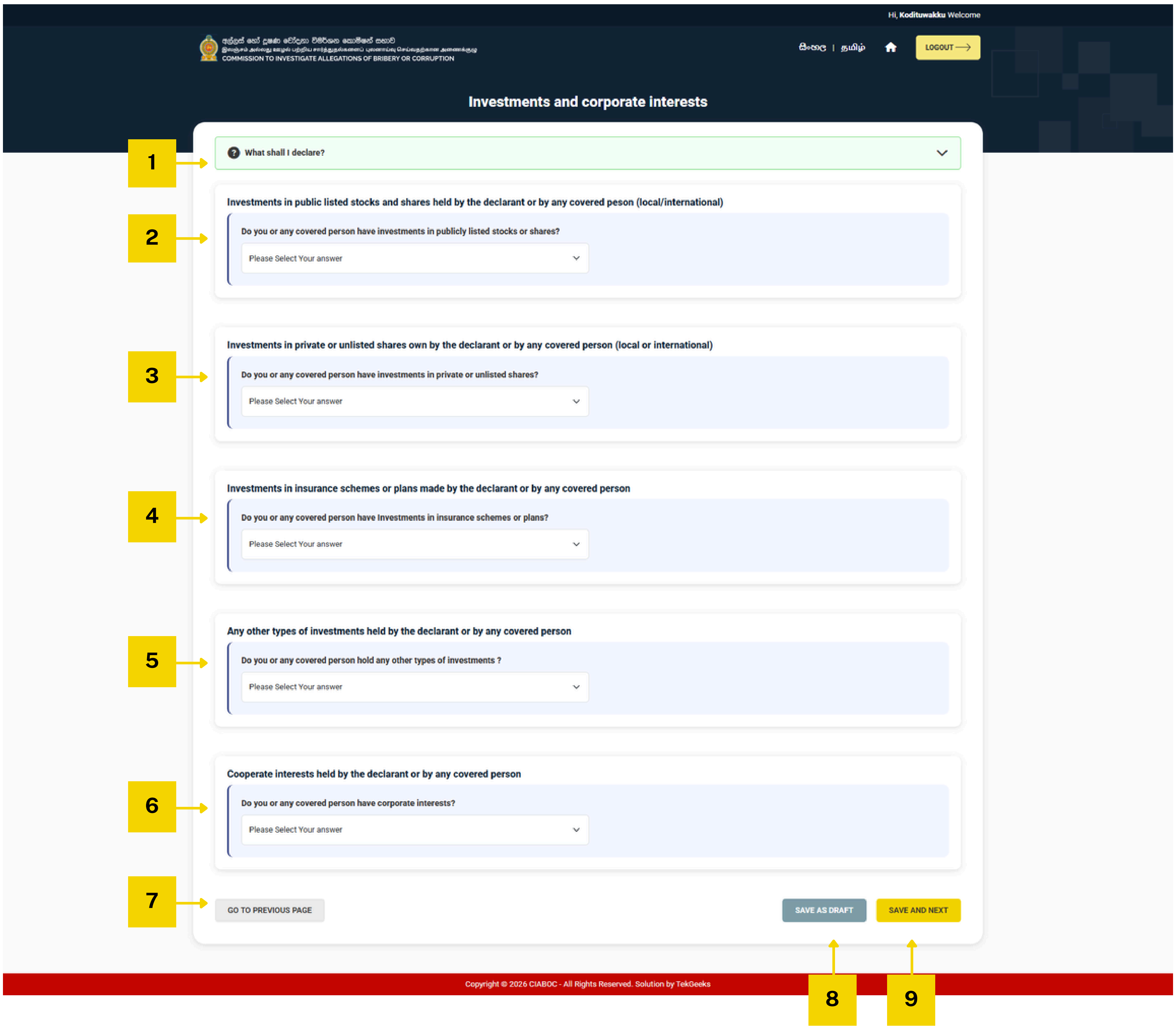
7 **Additional Information**
Provide any extra details if necessary (optional).

8 **Cancel**
Click "Cancel" to discard the entered information.

9 **Add Record**
Click "Add Record" to save the entered details.

5.11. Investments and Corporate Interests

This section allows you to declare information about investments and corporate interests held by you or any covered person during the declaration period. This includes investments in shares, insurance schemes, and other financial interests both locally and internationally.



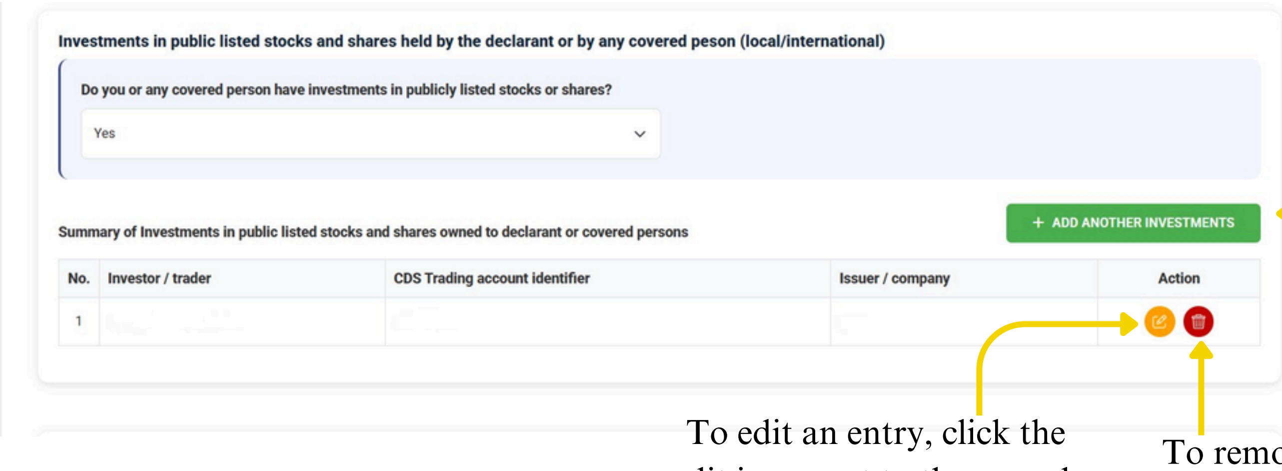
1 **Review Guidance**

Click on “What shall I declare?” to view guidance on the types of monetary assets that should be included.

2

Investments in publicly listed stocks and shares

Indicate whether you or any covered person has investments in publicly listed stocks or shares (local or international) by selecting "Yes" or "No".
If "Yes" is selected, refer section 5.11.1.



Click "Add Another Asset" to provide details of additional assets.

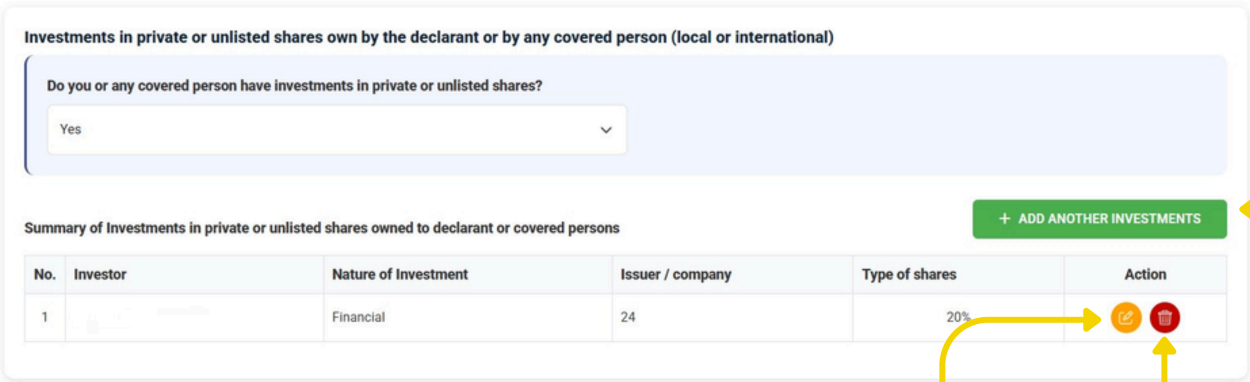
To edit an entry, click the edit icon next to the record.

To remove an entry, click the delete icon next to the record.

3

Investments in private or unlisted shares

Indicate whether you or any covered person has investments in private or unlisted shares (local or international) by selecting "Yes" or "No".
If "Yes" is selected, refer section 5.11.2.



Click "Add Another Asset" to provide details of additional assets.

To edit an entry, click the edit icon next to the record.

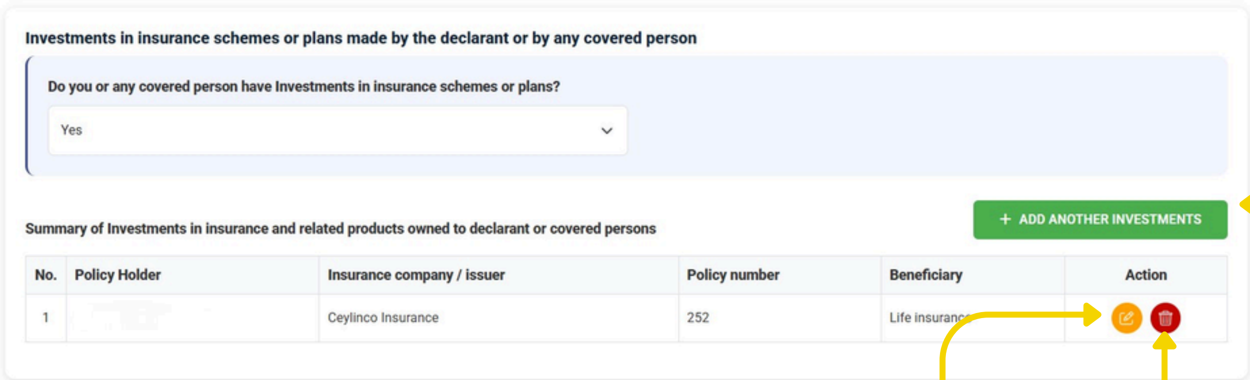
To remove an entry, click the delete icon next to the record.

4

Investments in insurance schemes or plans

Indicate whether you or any covered person has investments in insurance schemes or financial plans by selecting "Yes" or "No".

If "Yes" is selected, refer section 5.11.3.



Click "Add Another Asset" to provide details of additional assets.

To edit an entry, click the edit icon next to the record.

To remove an entry, click the delete icon next to the record.

5

Other types of investments

Indicate whether you or any covered person holds any other types of investments not listed above by selecting “Yes” or “No”.

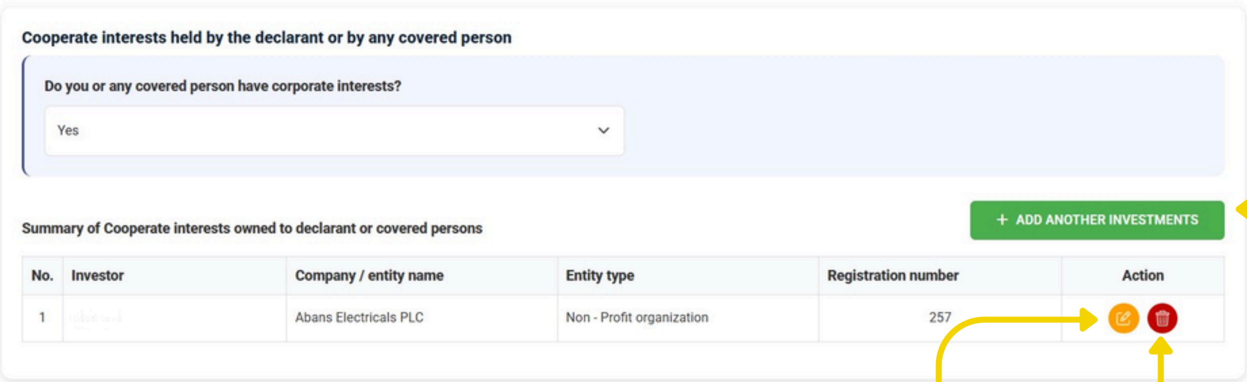
If “Yes” is selected, refer section 5.11.4.

6

Corporate interests

Indicate whether you or any covered person has any corporate interests (e.g., ownership, directorship, or significant involvement in companies or entities) by selecting “Yes” or “No”.

If “Yes” is selected , refer section 5.11.5.



7

Go to Previous Page

Return to the previous step.

8

Save as Draft

Click to save your progress and complete the form later.

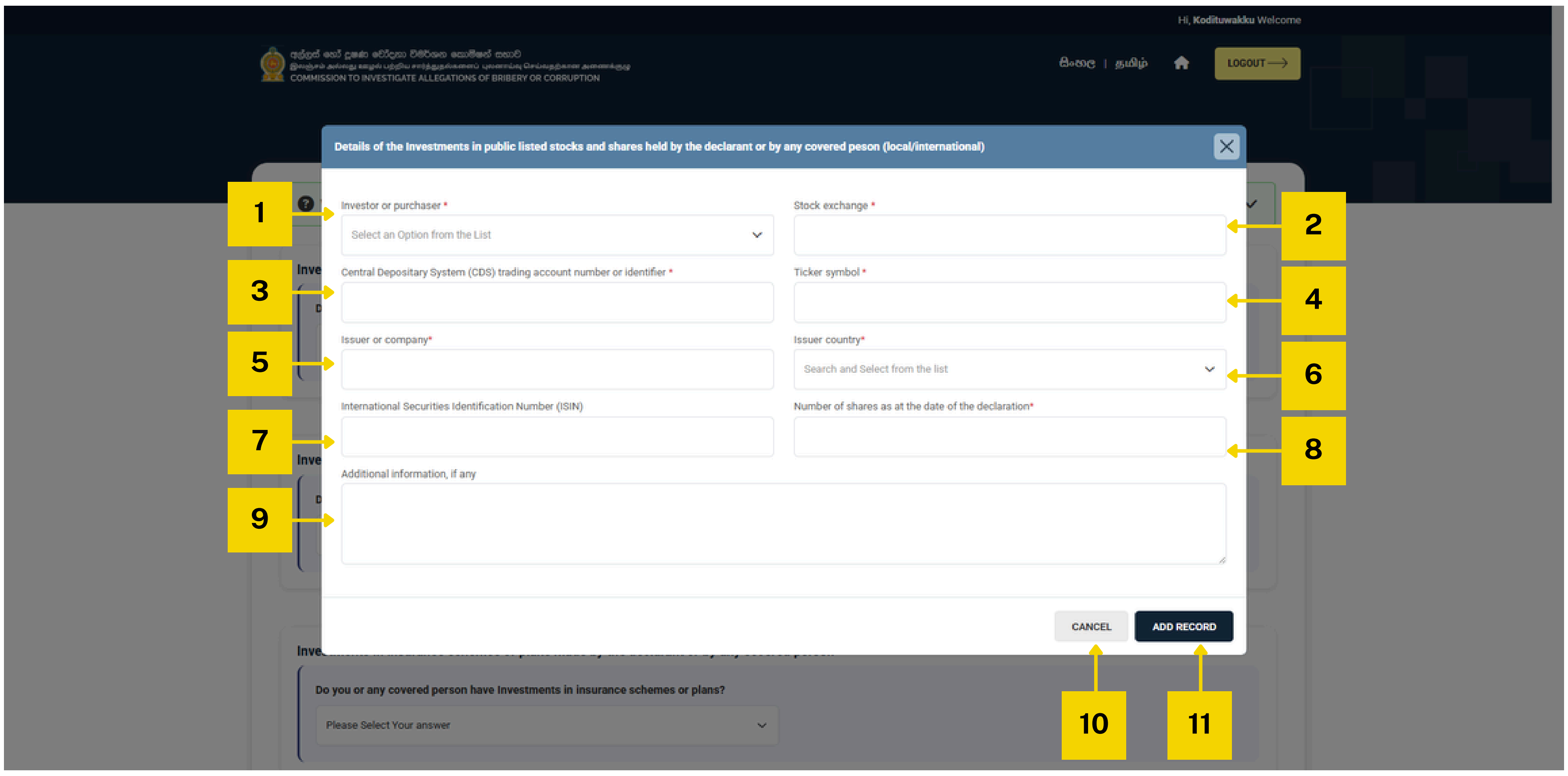
9

Save and Next

Click to save the entered information and proceed to the next step.

5.11.1. Investments in Publicly Listed Stocks and Shares

This section allows you to provide details of investments in publicly listed stocks and shares held by you or any covered person, both locally and internationally, as at the date of declaration.



1 **Investor or purchaser**
Select the individual who owns or purchased the shares.

2 **Stock exchange**
Enter or select the stock exchange where the shares are listed (e.g., CSE, NYSE).

3 **CDS account number or identifier**
Enter the Central Depository System (CDS) account number or relevant trading account identifier.

4 **Ticker symbol**
Enter the stock's ticker symbol (e.g., AAPL, JKH).

5 **Issuer or company**
Enter the name of the issuing company.

6 **Issuer country**
Select the country where the issuing company is registered.

7 **International Securities Identification Number (ISIN)**
Enter the ISIN of the security (if available).

8 **Number of shares as at the date of declaration**
Enter the total number of shares held as at the date of declaration.

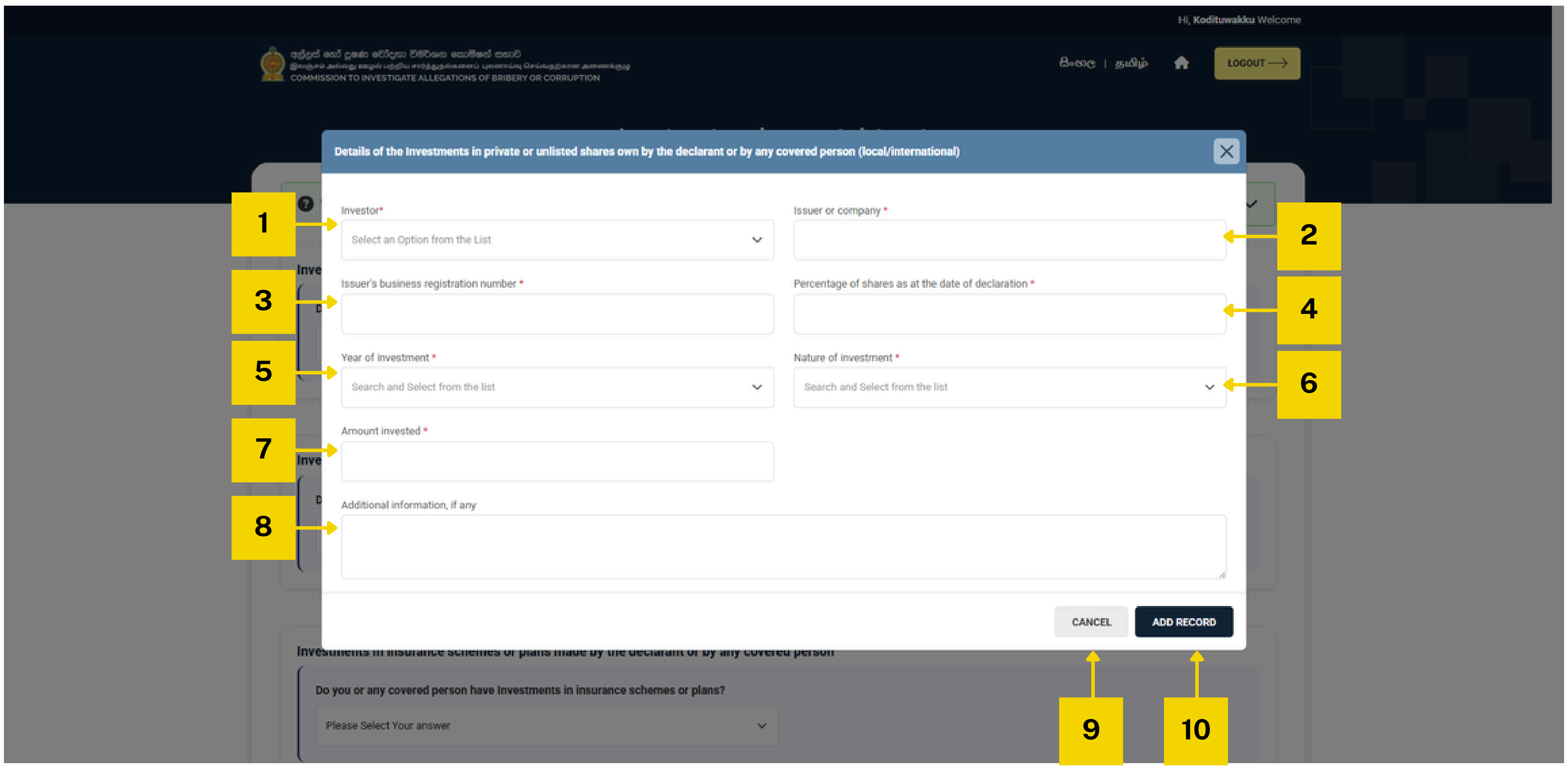
9 **Additional Information**
Provide any extra details if necessary (optional).

10 **Cancel**
Click “Cancel” to discard the entered information.

11 **Add Record**
Click “Add Record” to save the entered details.

5.11.2. Investments in Private or Unlisted Shares

This section allows you to provide details of investments in private or unlisted shares owned by you or any covered person, both locally and internationally, as at the date of declaration.



1	**Investor** Select the individual who owns or has made the investment.	
2	**Issuer or company** Enter the name of the company in which the investment is made.	
3	**Issuer's business registration number** Provide the official business registration number of the company.	
4	**Percentage of shares as at the date of declaration** Enter the percentage of ownership (shareholding) held in the company.	
5	**Year of investment** Select the year in which the investment was made.	
6	**Nature of investment** Select the type or category of investment (e.g., equity, partnership interest).	
7	**Amount invested** Enter the total monetary value invested.	

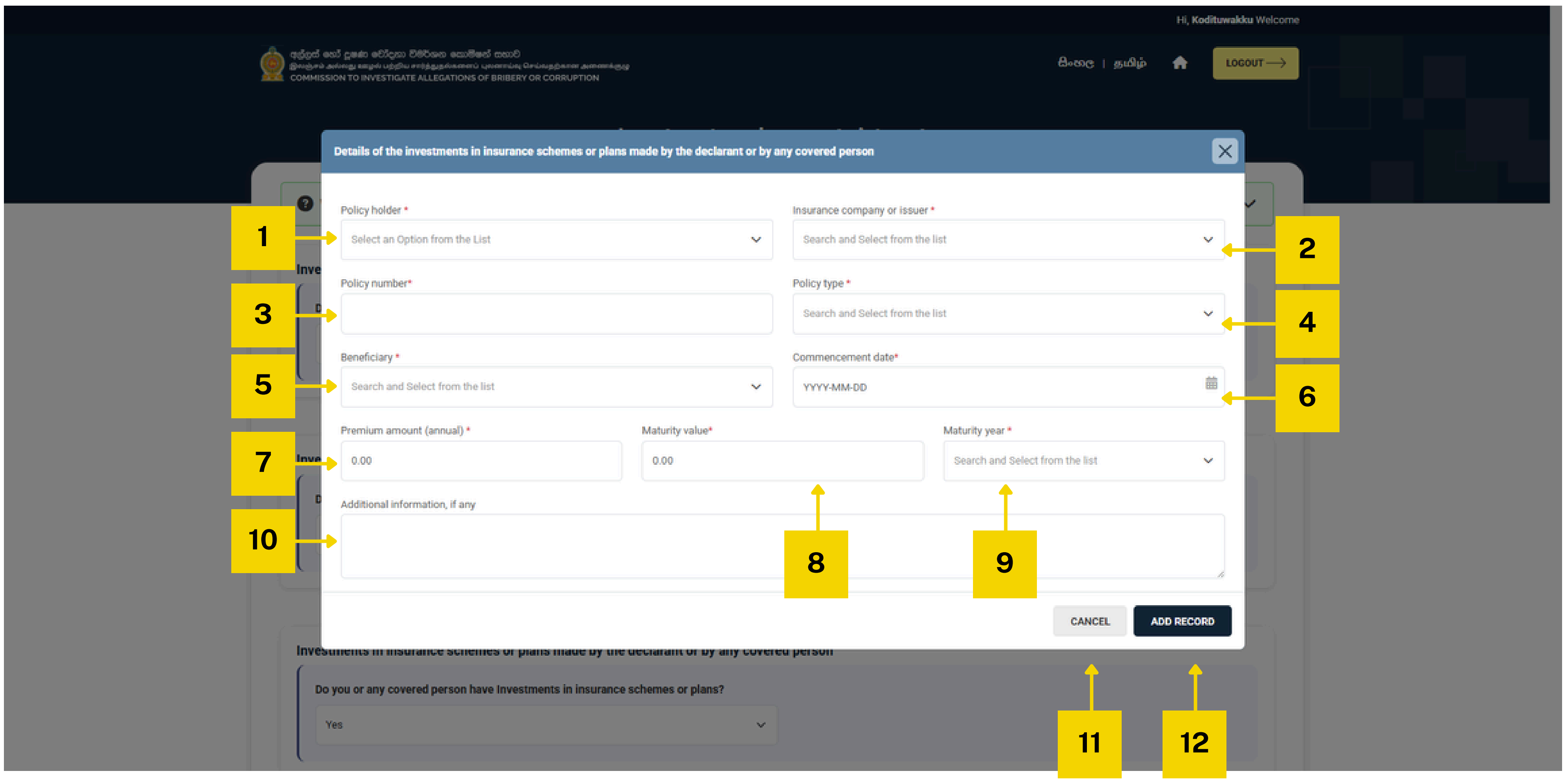
8 **Additional Information**
Provide any extra details if necessary (optional).

9 **Cancel**
Click “Cancel” to discard the entered information.

10 **Add Record**
Click “Add Record” to save the entered details.

5.11.3. Investments in Insurance Schemes or Plans

This section allows you to provide details of investments in insurance policies or plans held by you or any covered person, as at the date of declaration.



1 **Policy holder**
Select the individual who owns the insurance policy.

2 **Insurance company or issuer**
Select the insurance provider or issuing company.

3 **Policy number**
Enter the unique policy number assigned by the insurer.

4 **Policy type**
Select the type of insurance policy (e.g., life insurance, endowment, retirement plan).

5 **Beneficiary**
Select the individual who is entitled to receive benefits from the policy.

6 **Commencement date**
Enter the start date of the policy.

7 **Premium amount (annual)**
Enter the annual premium amount paid for the policy.

8 **Maturity value**
Enter the expected value payable at maturity, if applicable.

9 **Maturity year**
Select the year in which the policy matures.

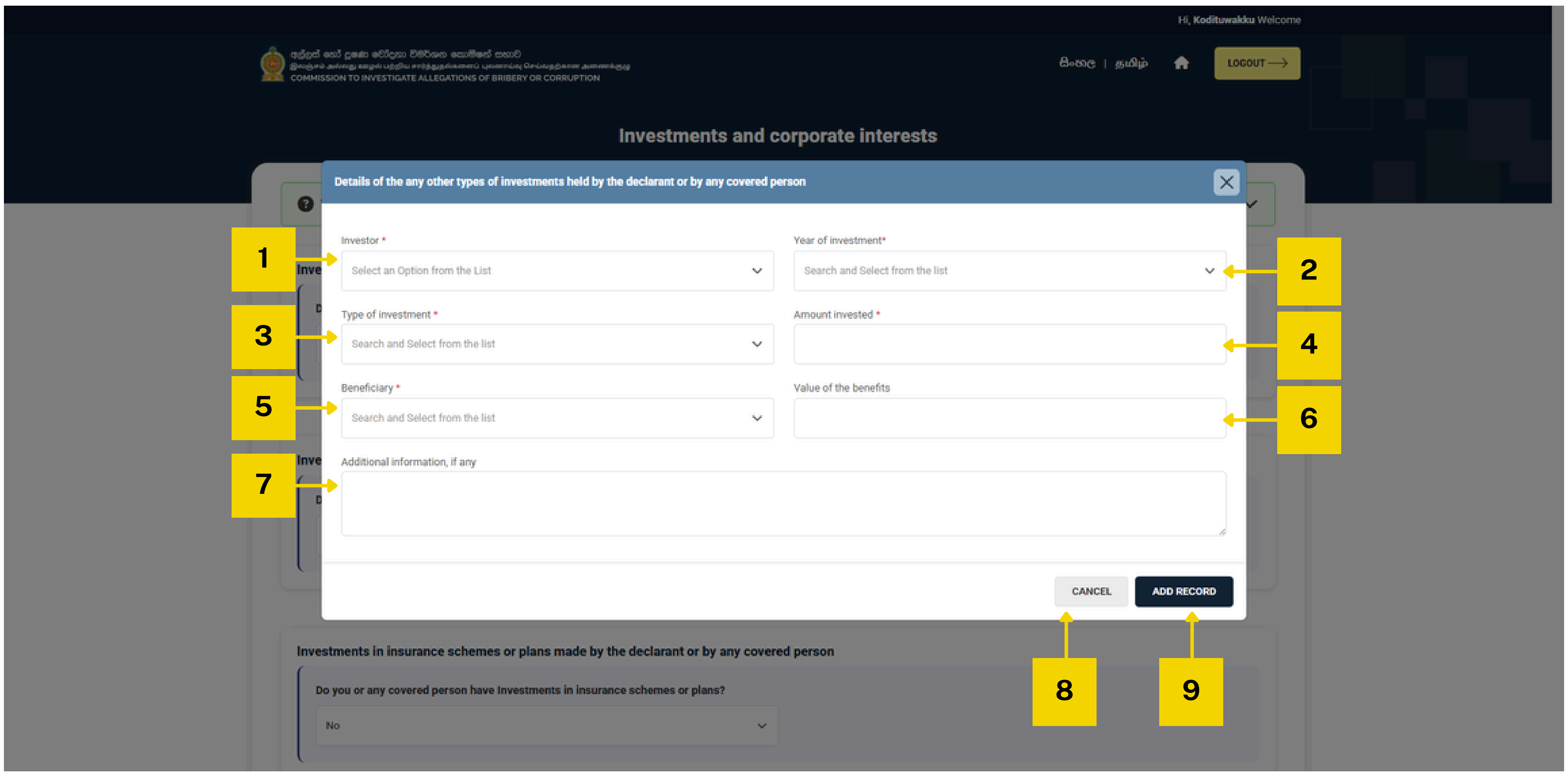
10 **Additional Information**
Provide any extra details if necessary (optional).

11 **Cancel**
Click “Cancel” to discard the entered information.

12 **Add Record**
Click “Add Record” to save the entered details.

5.11.4. Other Types of Investments

This section allows you to provide details of any other types of investments held by you or any covered person, as at the date of declaration, that are not covered under the previous categories.



1 **Investor**
Select the individual who owns or has made the investment.

2 **Year of investment**
Select the year in which the investment was made.

3 **Type of investment**
Select the type or category of investment (e.g., partnerships, funds, alternative investments).

4 **Amount invested**
Enter the total monetary value invested.

5 **Beneficiary**
Select the individual who receives benefits from the investment, if applicable.

6 **Value of the benefits**
Enter the current or estimated value of benefits derived from the investment.

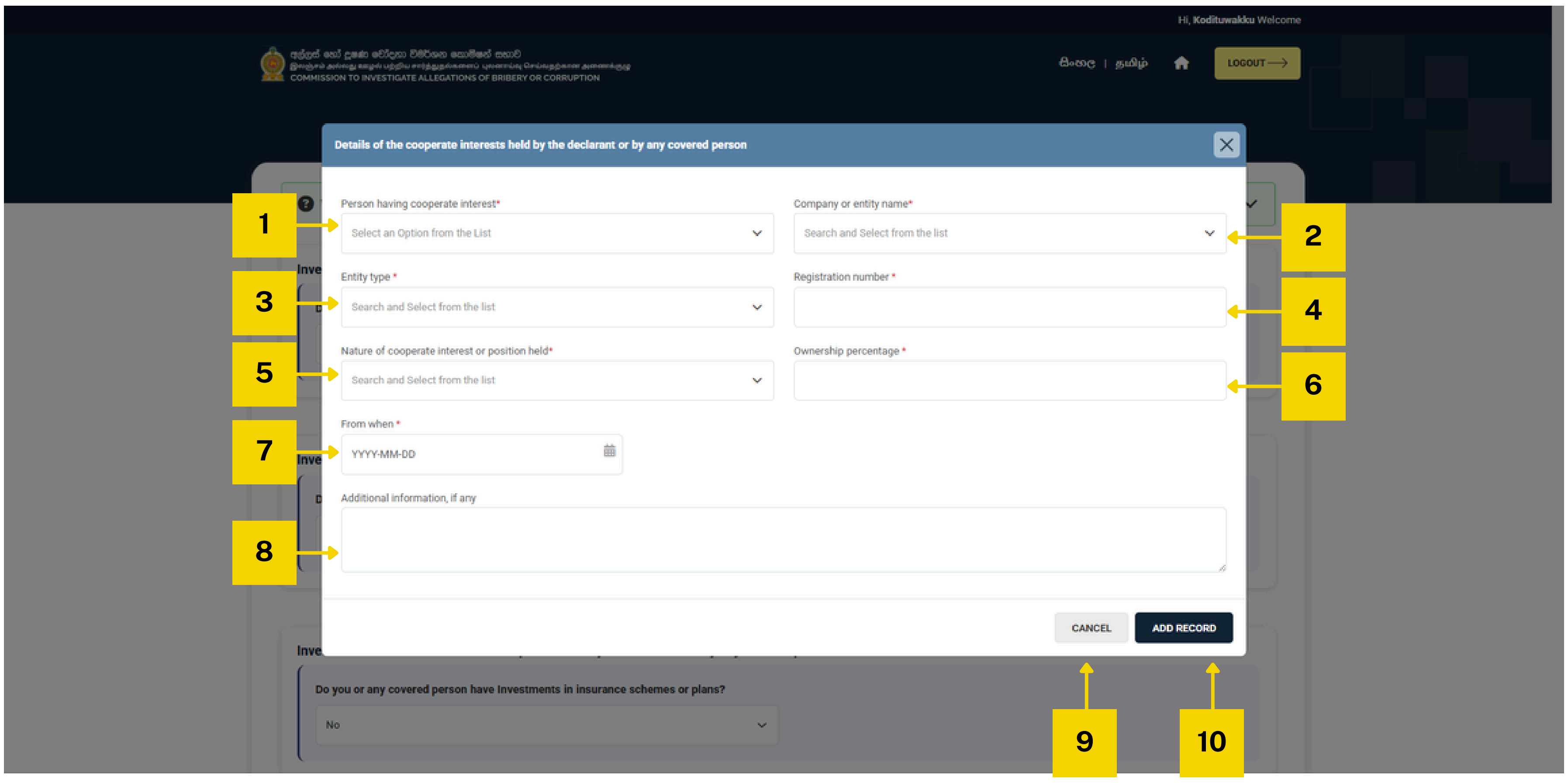
7 **Additional Information**
Provide any extra details if necessary (optional).

8 **Cancel**
Click “Cancel” to discard the entered information.

9 **Add Record**
Click “Add Record” to save the entered details.

5.11.5. Corporate Interests

This section allows you to provide details of corporate interests held by you or any covered person, as at the date of declaration.



1 **Person having corporate interest**
Select the individual who holds the corporate interest.

2 **Company or entity name**
Select or enter the name of the company or entity.

3 **Entity type**
Select the type of entity (e.g., private company, public company, partnership).

4 **Registration number**
Enter the official registration number of the entity.

5 **Nature of corporate interest or position held**
Select or specify the nature of the interest or role (e.g., shareholder, director, partner).

6 **Ownership percentage**
Enter the percentage of ownership or stake held in the entity.

7 **From when**
Enter the date from which the interest or position has been held.

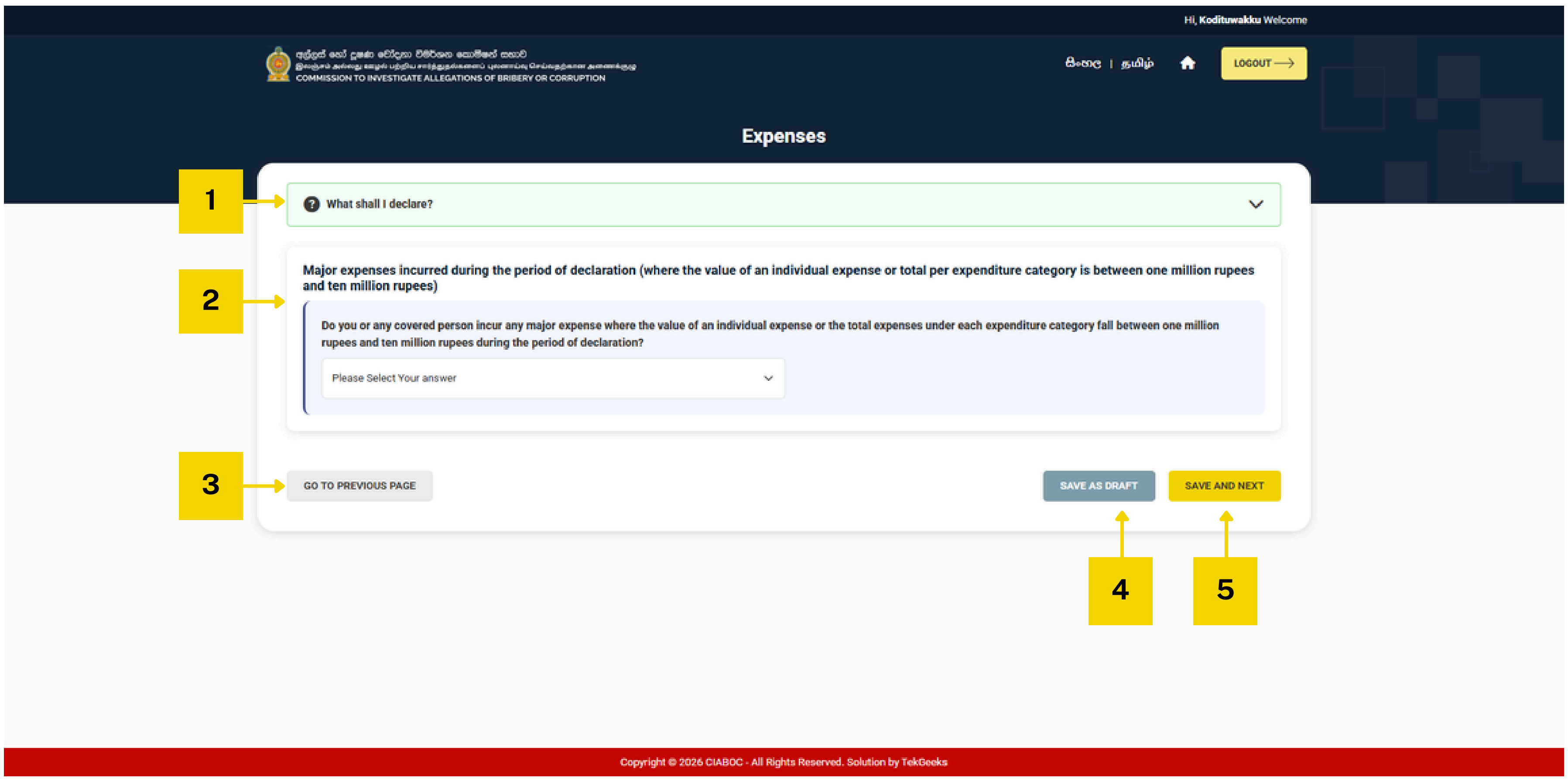
8 **Additional Information**
Provide any extra details if necessary (optional).

9 **Cancel**
Click “Cancel” to discard the entered information.

10 **Add Record**
Click “Add Record” to save the entered details.

5.12. Expenses

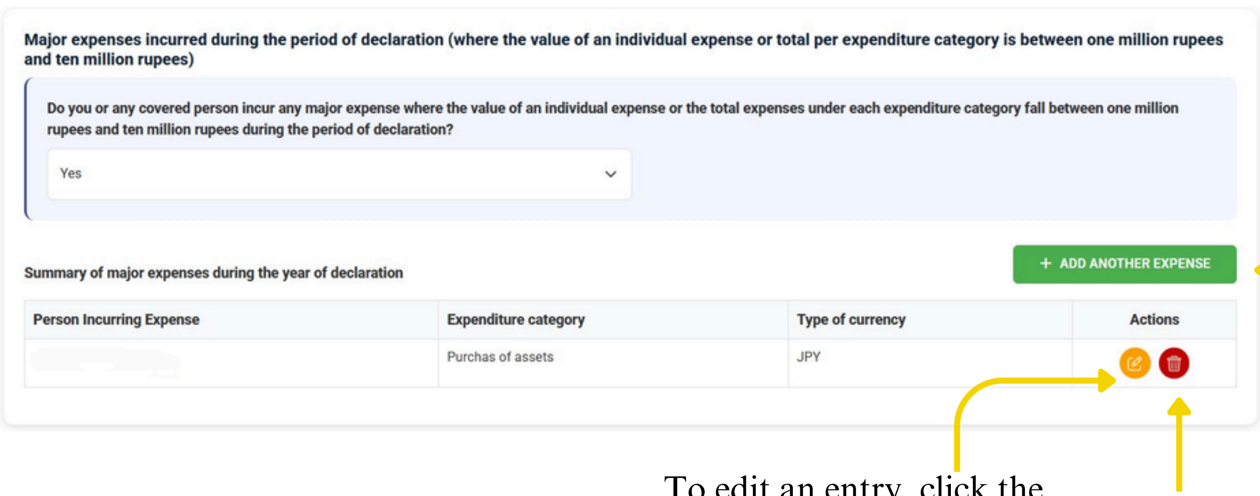
This section allows you to declare information about major expenses incurred by you or any covered person during the declaration period.



1 **Review Guidance**
Click to view guidance and examples on the types of expenses that should be declared in this section.

2 **Major Expenses Declaration**
Indicate whether you or any covered person have incurred any major expenses within the specified range during the declaration period by selecting “Yes” or “No”.

If “Yes” is selected, refer section 5.12.1.



Click “Add Another Expense” to enter details of each trust arrangement.

To edit an entry, click the edit icon next to the record.

To remove an entry, click the delete icon next to the record.

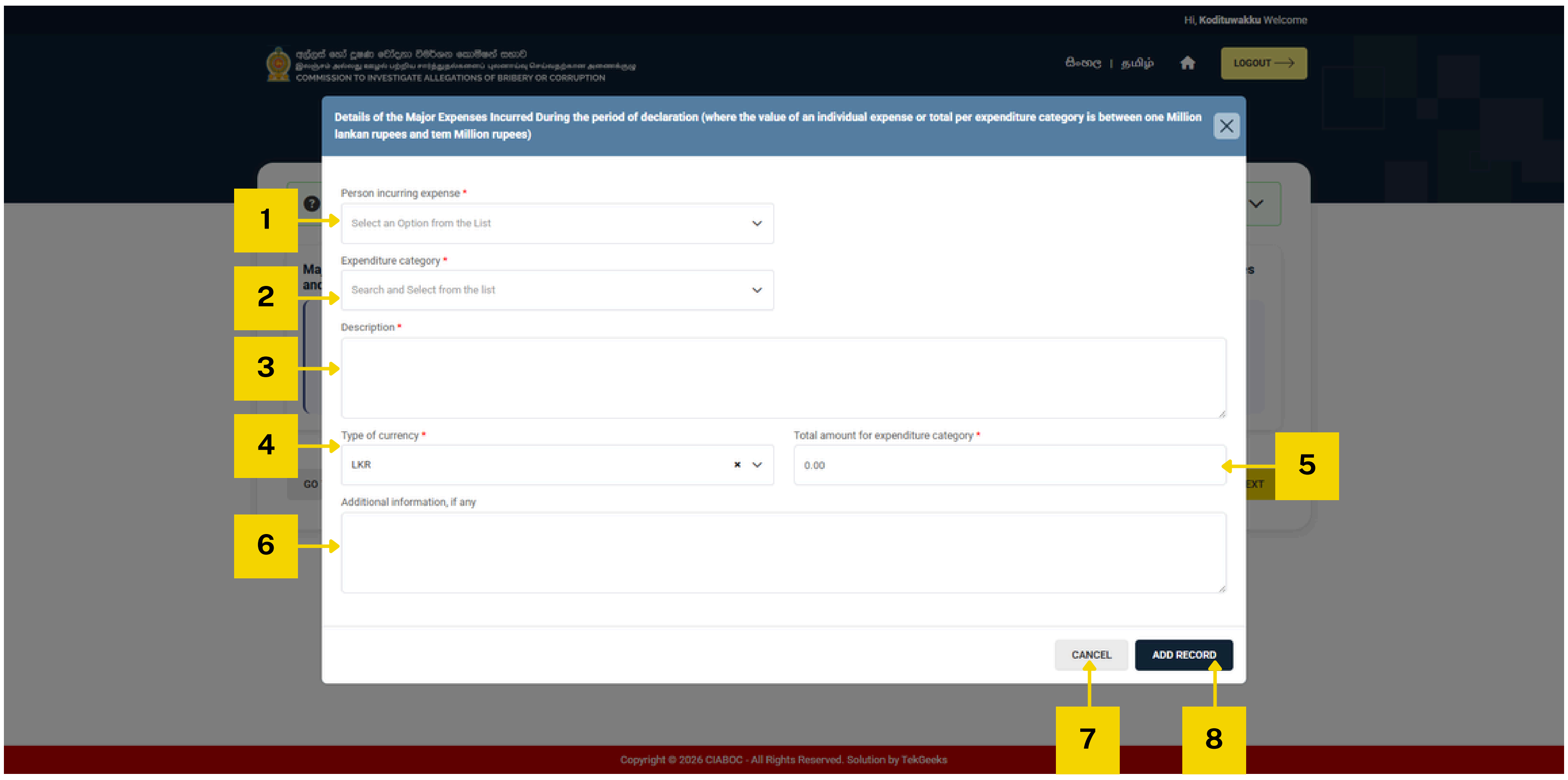
3 **Go to Previous Page**
Return to the previous step.

4 **Save as Draft**
Click to save your progress and complete the form later.

5 **Save and Next**
Click to save the entered information and proceed to the next step.

5.12.1. Details of Major Expenses

This section allows you to provide detailed information about major expenses incurred during the declaration period, where the value falls within the specified range.



1 **Person incurring expense**
Select the individual who incurred the expense.

2 **Expenditure category**
Select the category of the expense (e.g., education, travel, medical, property, etc.).

3 **Description**
Provide a clear description of the expense, including relevant details such as purpose or nature of the expenditure.

4 **Type of currency**
Select the currency in which the expense was incurred (default may be LKR).

5 **Total amount for expenditure category**
Enter the total value of the expense or the total amount under the selected category.

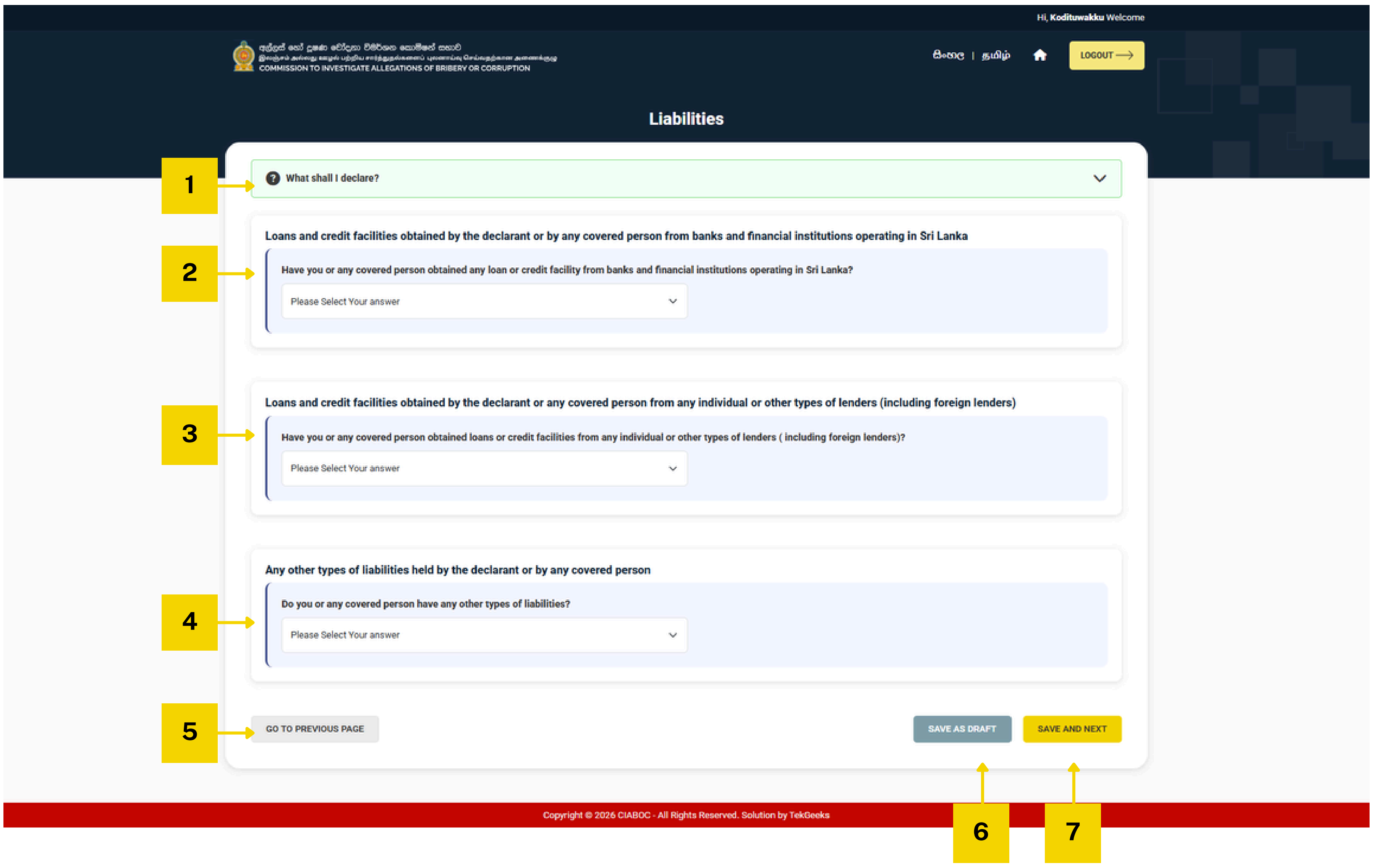
6 **Additional Information**
Provide any extra details if necessary (optional).

7 **Cancel**
Click “Cancel” to discard the entered information.

8 **Add Record**
Click “Add Record” to save the entered details.

5.13. Liabilities

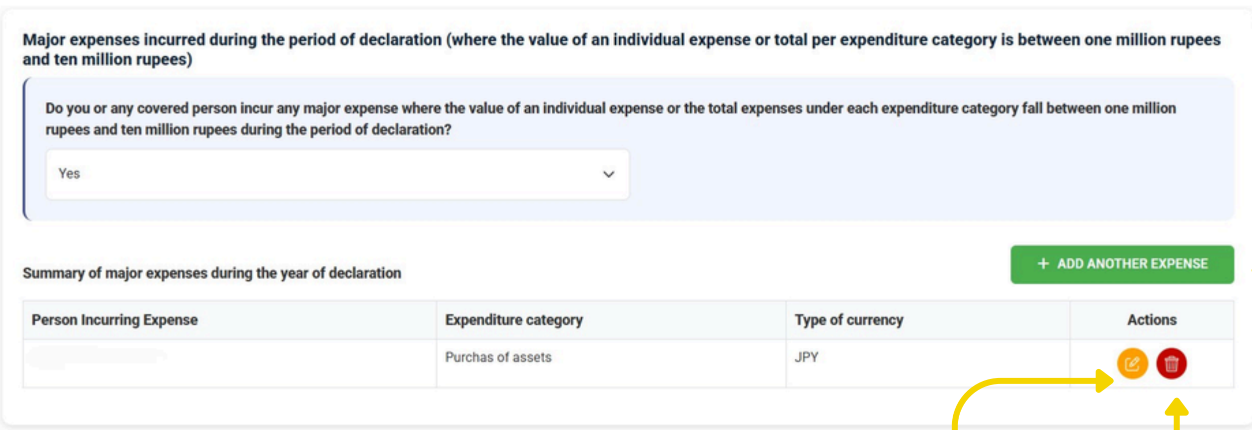
This section allows you to declare information about liabilities held by you or any covered person during the declaration period.



1 **Review Guidance**
Click to view guidance and examples on the types of liabilities that should be declared.

2 **Loans and credit facilities from banks and financial institutions (Sri Lanka)**
Indicate whether you or any covered person have obtained any loans or credit facilities from banks or financial institutions operating in Sri Lanka

If “Yes” is selected, refer section 5.13.1.



Click “Add Another Expense” to enter details of each trust arrangement.

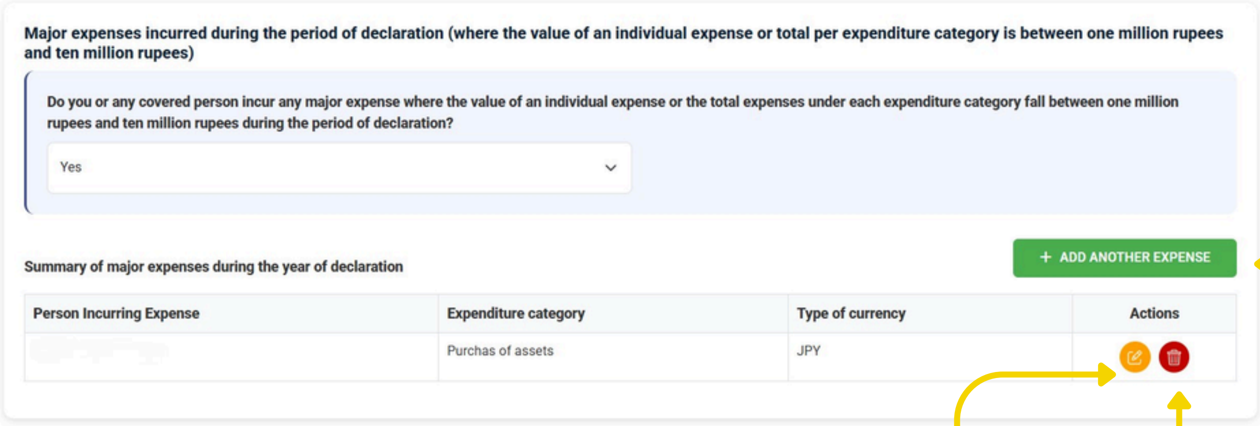
To edit an entry, click the edit icon next to the record.

To remove an entry, click the delete icon next to the record.

3

Loans and credit facilities from individuals or other lenders (including foreign lenders)
Indicate whether you or any covered person have obtained any loans or credit facilities from individuals or other lenders.

If “Yes” is selected, refer section 5.13.2.



Click “Add Another Expense” to enter details of each trust arrangement.

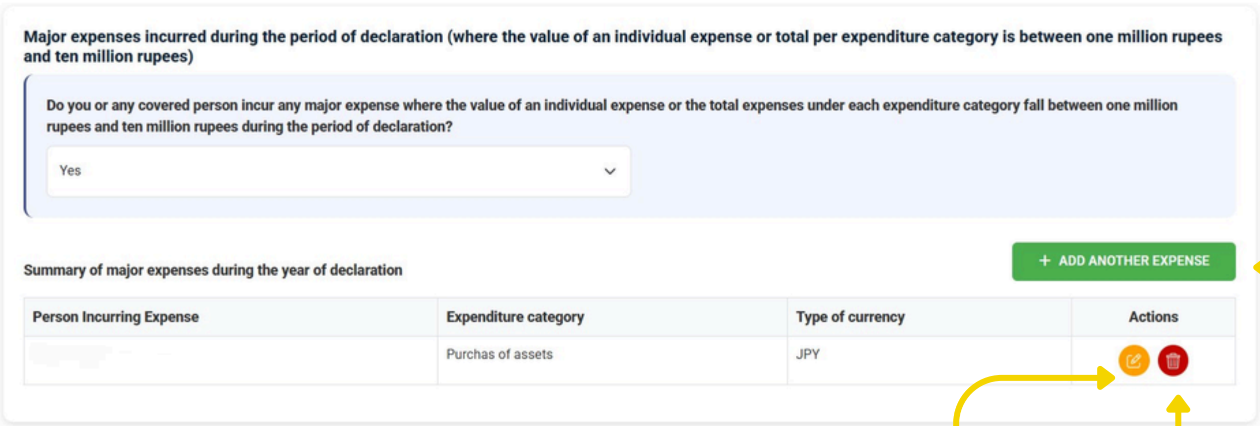
To edit an entry, click the edit icon next to the record.

To remove an entry, click the delete icon next to the record.

4

Other types of liabilities
Indicate whether you or any covered person have any other liabilities not listed above.

If “Yes” is selected, refer section 5.13.3.



Click “Add Another Expense” to enter details of each trust arrangement.

To edit an entry, click the edit icon next to the record.

To remove an entry, click the delete icon next to the record.

5

Go to Previous Page
Return to the previous step.

6

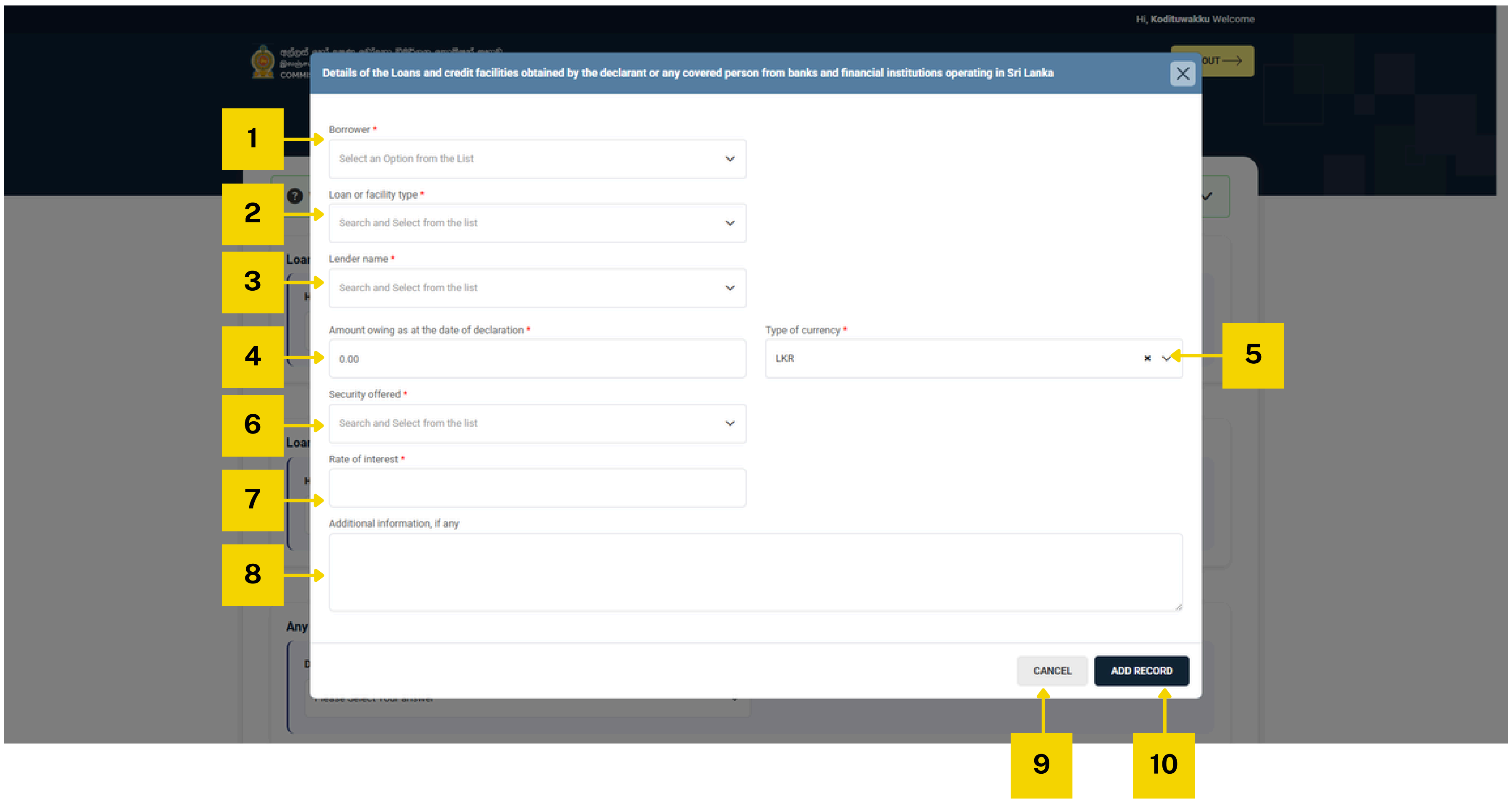
Save as Draft
Click to save your progress and complete the form later.

7

Save and Next
Click to save the entered information and proceed to the next step.

5.13.1. Loans and Credit Facilities (Banks & Financial Institutions – Sri Lanka)

This section allows you to provide details of loans and credit facilities obtained from banks and financial institutions operating in Sri Lanka by you or any covered person, as at the date of declaration.



1 **Borrower**
Select the individual who has obtained the loan or credit facility.

2 **Loan or facility type**
Select the type of loan or credit facility (e.g., personal loan, housing loan, overdraft).

3 **Lender name**
Select the bank or financial institution that provided the loan or credit facility.

4 **Amount owing as at the date of declaration**
Enter the outstanding amount payable as at the date of declaration.

5 **Type of currency**
Select the currency in which the loan is denominated (default may be LKR).

6 **Security offered**
Select or specify the collateral or security provided for the loan (e.g., property, vehicle, guarantor).

7 **Rate of interest (%)**
Enter the applicable interest rate for the loan or credit facility.

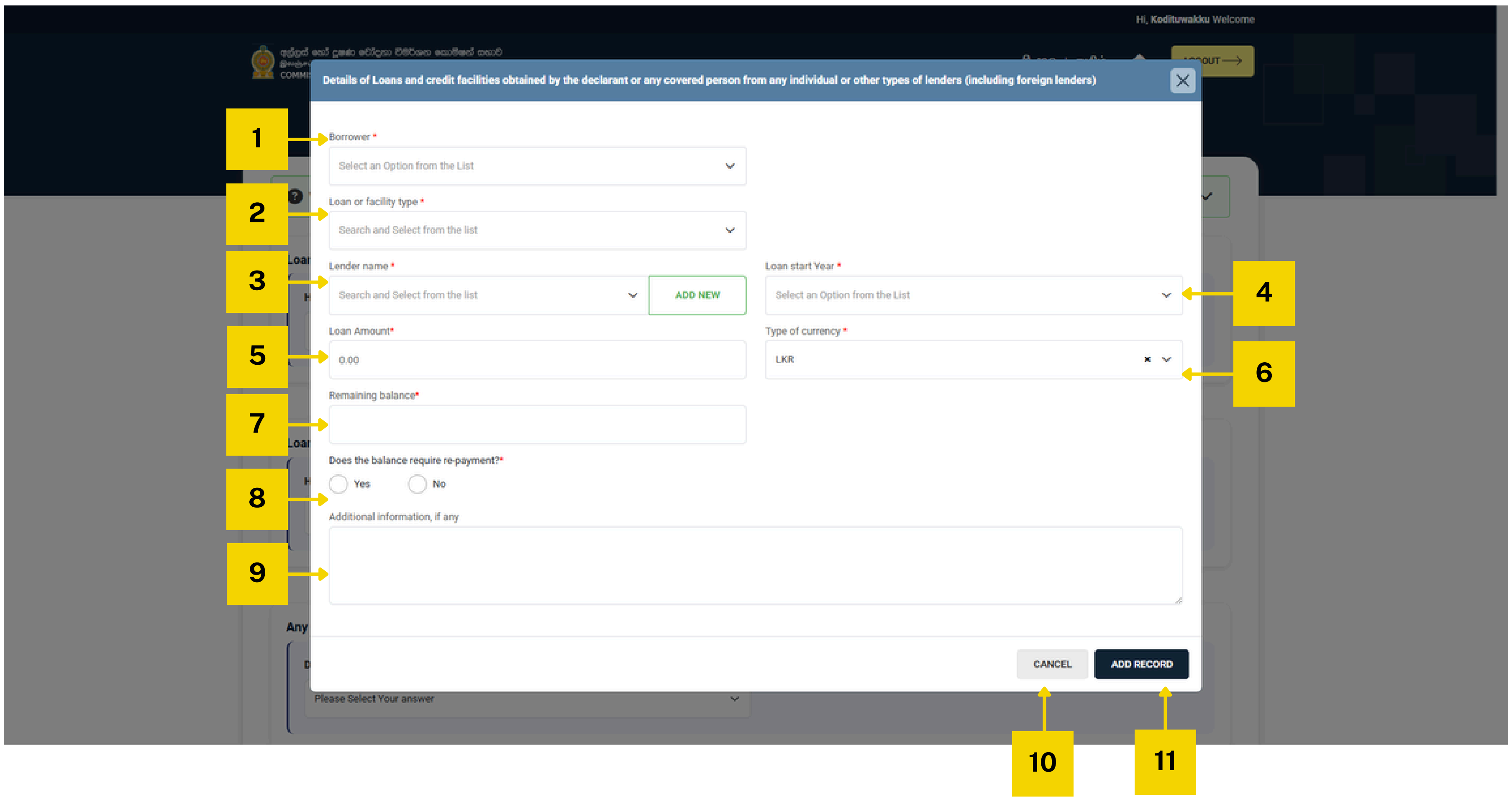
8 **Additional Information**
Provide any extra details if necessary (optional).

9 **Cancel**
Click “Cancel” to discard the entered information.

10 **Add Record**
Click “Add Record” to save the entered details.

5.13.2. Loans and Credit Facilities (Individuals / Other Lenders – Including Foreign Lenders)

This section allows you to provide details of loans and credit facilities obtained from individuals or other types of lenders (including foreign lenders) by you or any covered person, as at the date of declaration.

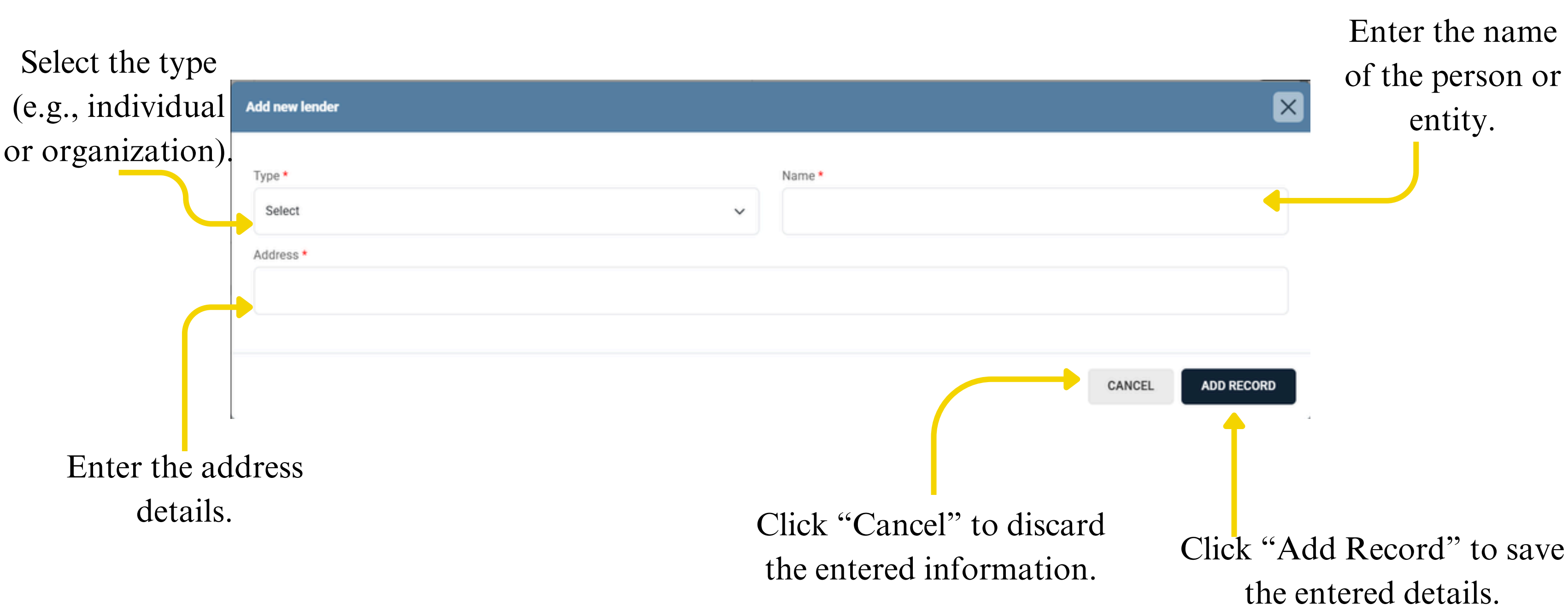


1 **Borrower**
Select the individual who has obtained the loan or credit facility.

2 **Loan or facility type**
Select the type of loan or credit facility (e.g., personal loan, informal borrowing, private financing).

3 **Lender name**
Select the name of the individual or entity providing the loan.

Use "Add New" if the required person or entity is not available in the list.



4 **Loan start year**
Select the year in which the loan or credit facility was obtained.

5 **Loan amount**
Enter the total amount initially obtained from the lender.

6 **Type of currency**
Select the currency in which the loan was taken.

7 **Remaining balance**
Enter the outstanding balance remaining as at the date of declaration.

8 **Does the balance require re-payment?**
Indicate whether the remaining balance is required to be repaid.

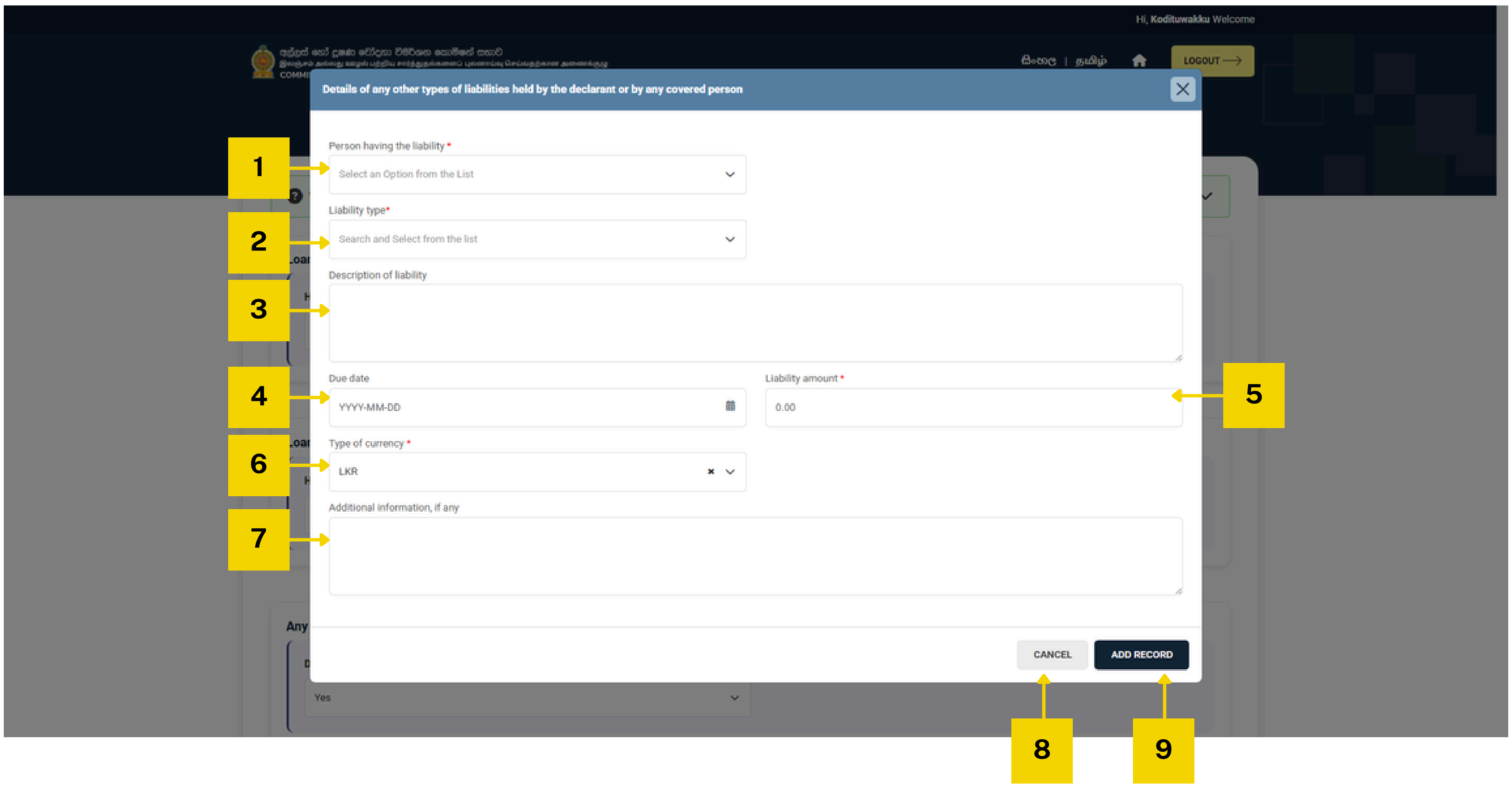
9 **Additional Information**
Provide any extra details if necessary (optional).

10 **Cancel**
Click "Cancel" to discard the entered information.

11 **Add Record**
Click "Add Record" to save the entered details.

5.13.3. Other Types of Liabilities

This section allows you to provide details of any other types of liabilities held by you or any covered person that are not covered under loans or credit facilities, as at the date of declaration.



1 **Person having the liability**
Select the individual who holds or is responsible for the liability

2 **Liability type**
Select the type of liability (e.g., unpaid dues, guarantees, obligations, or other financial commitments).

3 **Description of liability**
Provide a clear description of the liability, including relevant details such as nature, parties involved, or purpose.

4 **Due date**
Enter or select the date by which the liability is due or payable.

5 **Liability amount**
Enter the total value of the liability as at the date of declaration.

6 **Type of currency**
Select the currency in which the liability is denominated.

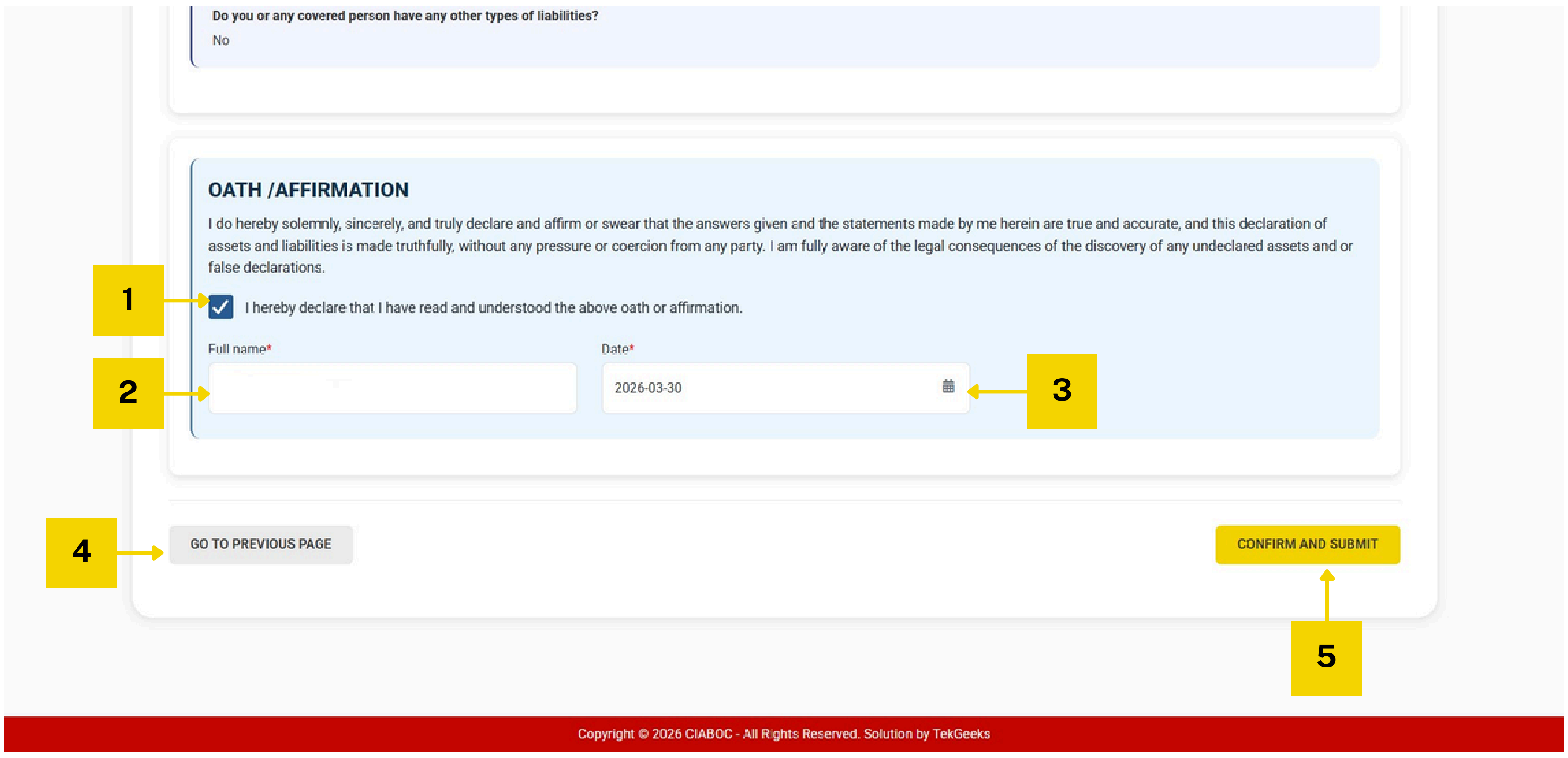
7 **Additional Information**
Provide any extra details if necessary (optional).

8 **Cancel**
Click “Cancel” to discard the entered information.

9 **Add Record**
Click “Add Record” to save the entered details.

5.14. Summary and Oath Declaration

This section allows you to review all the information entered throughout the declaration and formally confirm its accuracy before submission.



1 **Confirmation Checkbox**
Tick the checkbox to confirm that you have carefully read and understood the oath/affirmation, a agree that all information provided is true and accurate and acknowledge responsibility for the declaration.

2 **Name of Declarant**
Enter the full name of the person making the declaration.

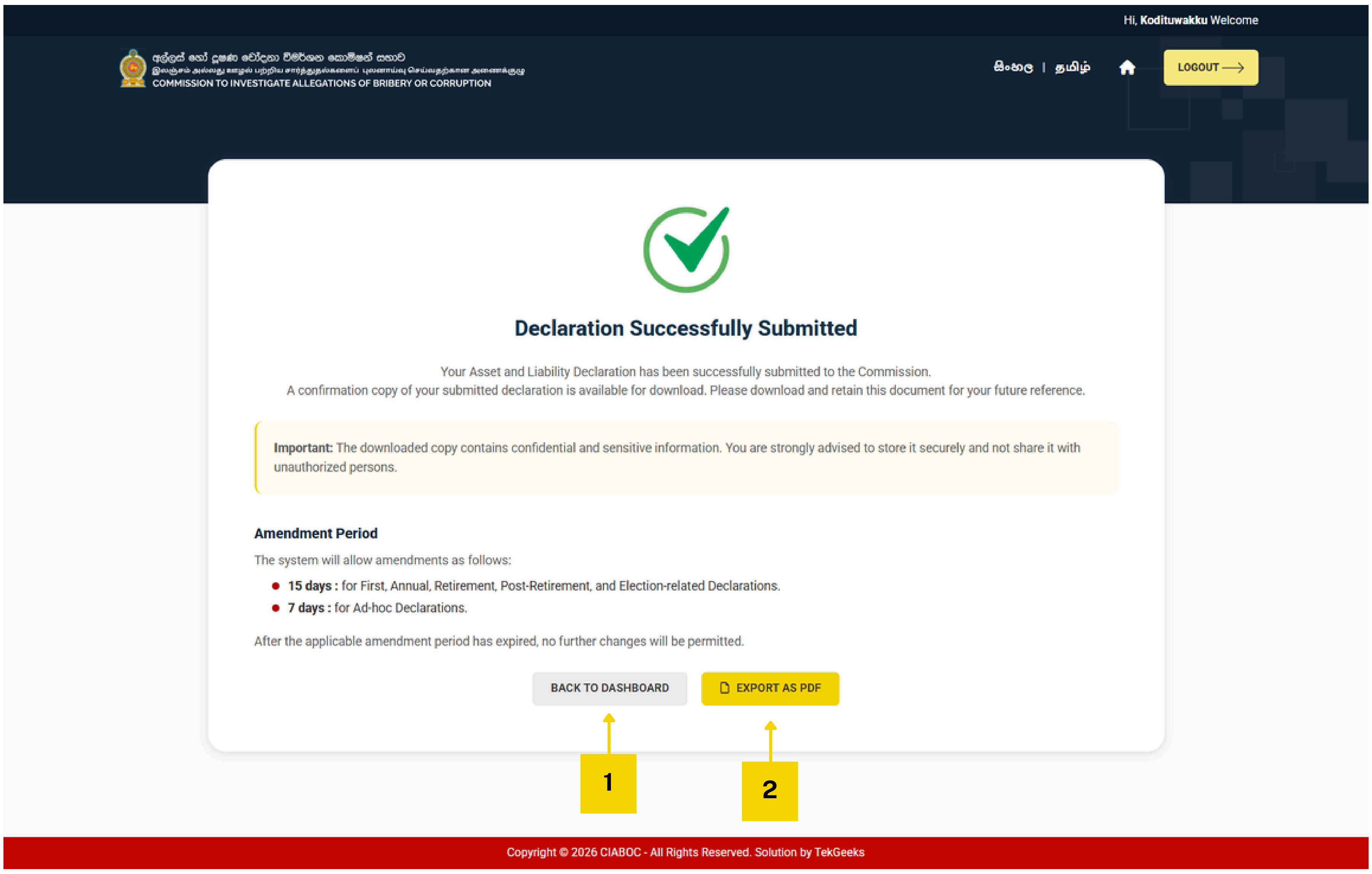
3 **Date**
Enter the date of affirmation..

4 **Go to Previous Page**
Click “Go to Previous Page” to return and make any necessary corrections to the declaration.

5 **Confirm and Submit**
Click “Confirm and Submit”

5.15. Declaration Submission Confirmation

This section is displayed after successfully submitting your Asset and Liability Declaration. It confirms that your declaration has been received by the system.

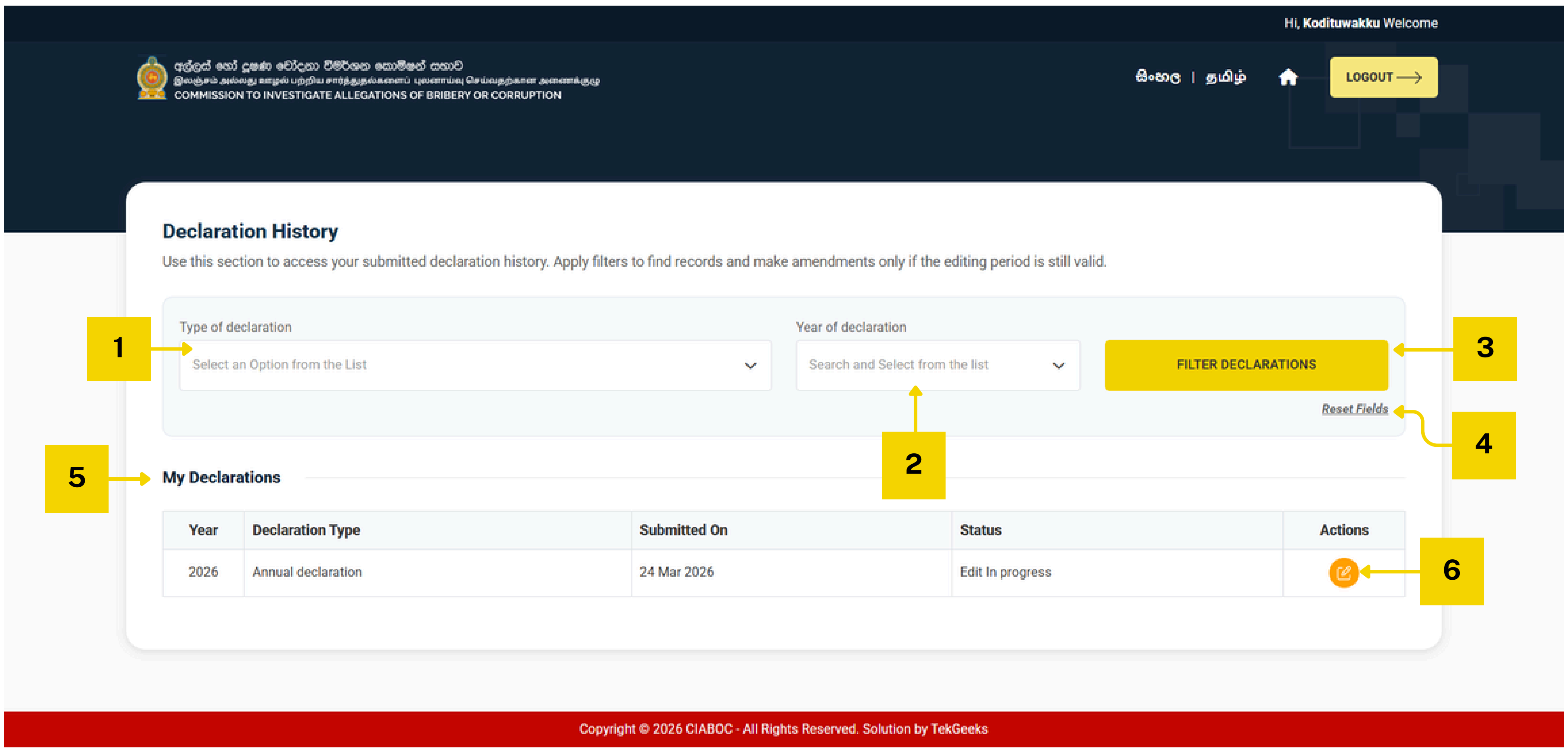


1 **Back to Dashboard**
Click “Back to Dashboard” to return to the main dashboard.

2 **Export as PDF**
Click “Export as PDF” to download a copy of your submitted declaration.

06. Declaration History

The Declaration History screen allows users to view and manage all previously submitted declarations. Users can filter records, review submission details, and make amendments within the permitted editing period.



1 **Type of Declaration Filter**
Select the declaration type (e.g., Annual, Ad-hoc) to narrow down the displayed records.

2 **Year of Declaration Filter**
Choose the relevant year to quickly locate declarations submitted during that period.

3 **Filter Declarations Button**
Click this button to apply the selected filters and display matching records.

4 **Reset Fields Option**
Use this option to clear all selected filters and reload the full list of declarations.

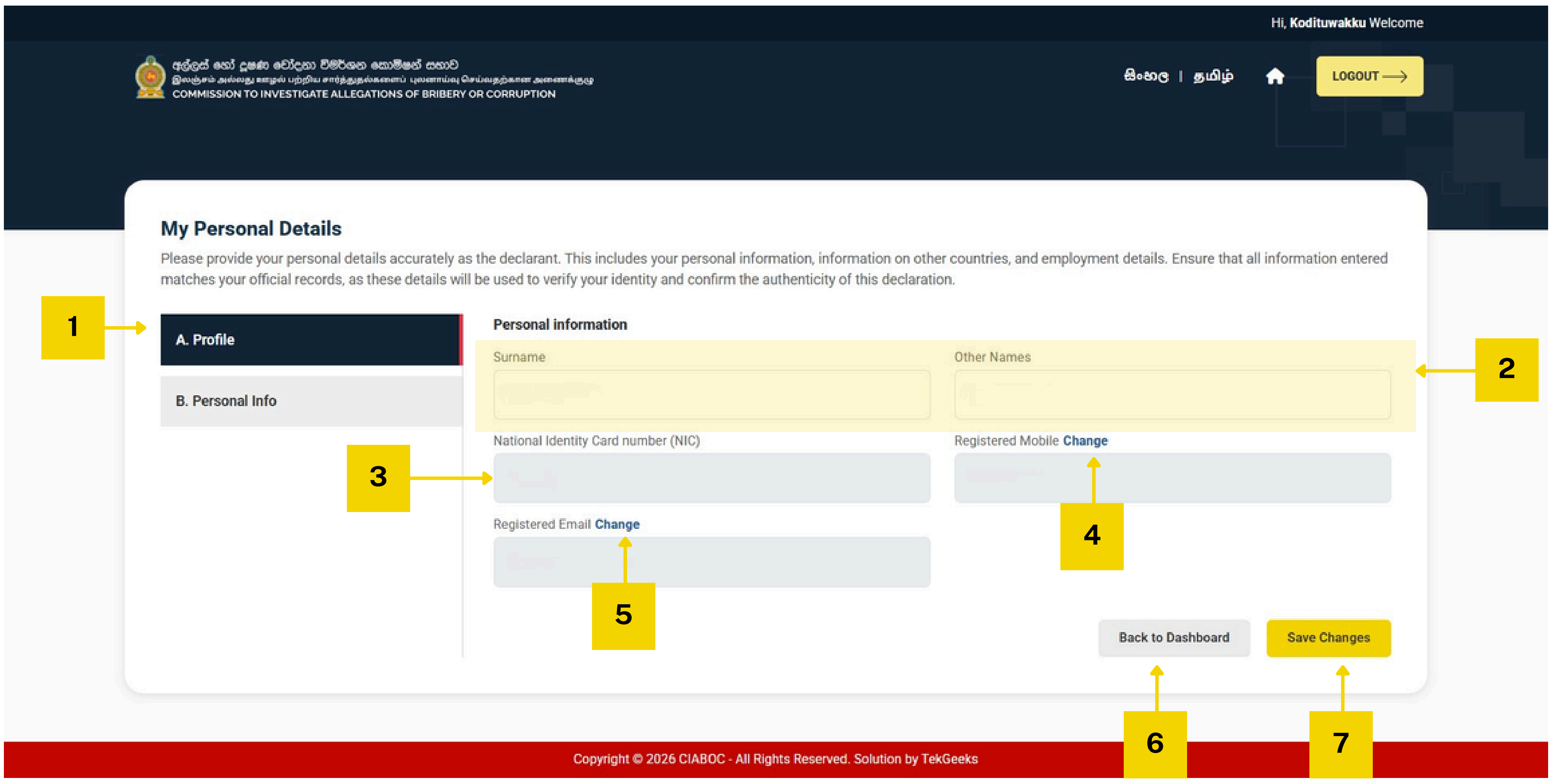
5 **My Declarations Table**
Displays a summary of all the submitted declarations.

6 **Edit Option**
Allows users to edit a submitted declaration only within the permitted editing period. Once this period expires, editing will no longer be available unless a request is made to CIABOC and approval is granted to reopen the declaration for editing.

07. My Personal Details

7.1. Profile

The Profile section allows users to view and manage their personal information maintained within the system. This includes key identification details and registered contact information used for verification and communication purposes.

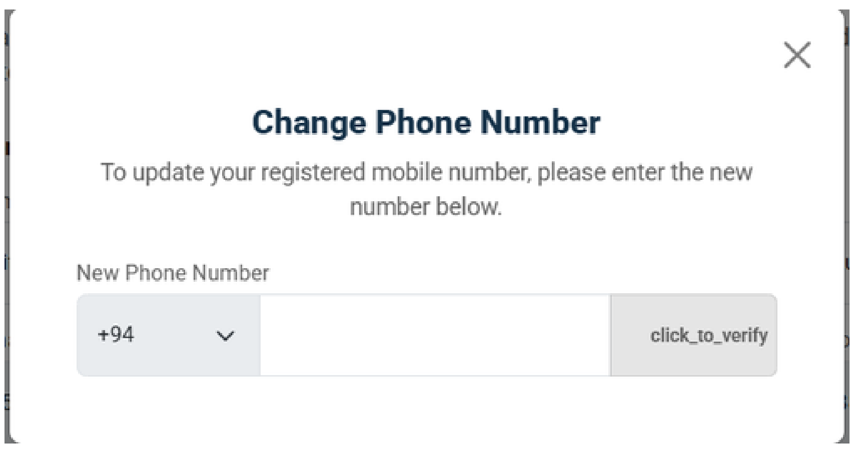


1 **Profile Navigation Panel**
The left-side panel allows users to switch between

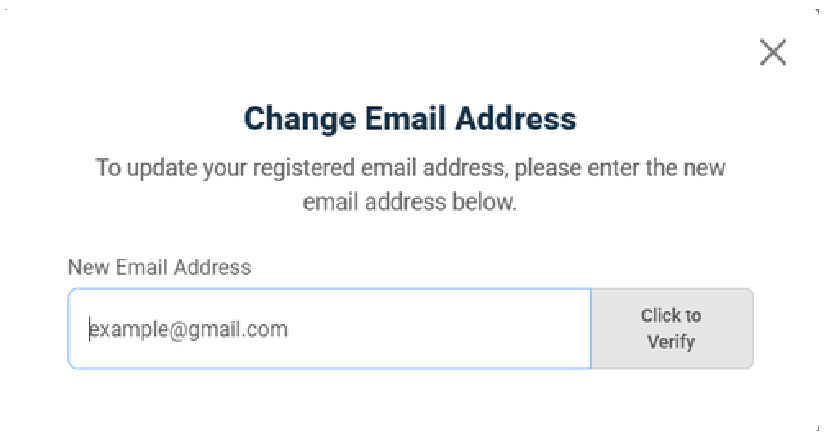
2 **Editable Information**
Users can update their Surname and Other Names as required.

3 **National Identity Card (NIC)**
This field is fixed and cannot be modified, as it is used as a unique identifier within the system.

4 **Registered Mobile Number Change**
Use this option to update your registered mobile number. Enter the new mobile number along with the country code and click the "Click to Verify" button. You will receive a One-Time Password (OTP) via SMS. Enter the OTP to verify and confirm the new mobile number.



5 **Registered Email Address Change**
Use this option to update your registered email address. Enter the new email address and click the “Click to Verify” button. A One-Time Password (OTP) will be sent to the entered email address. Enter the OTP to verify and confirm the update.

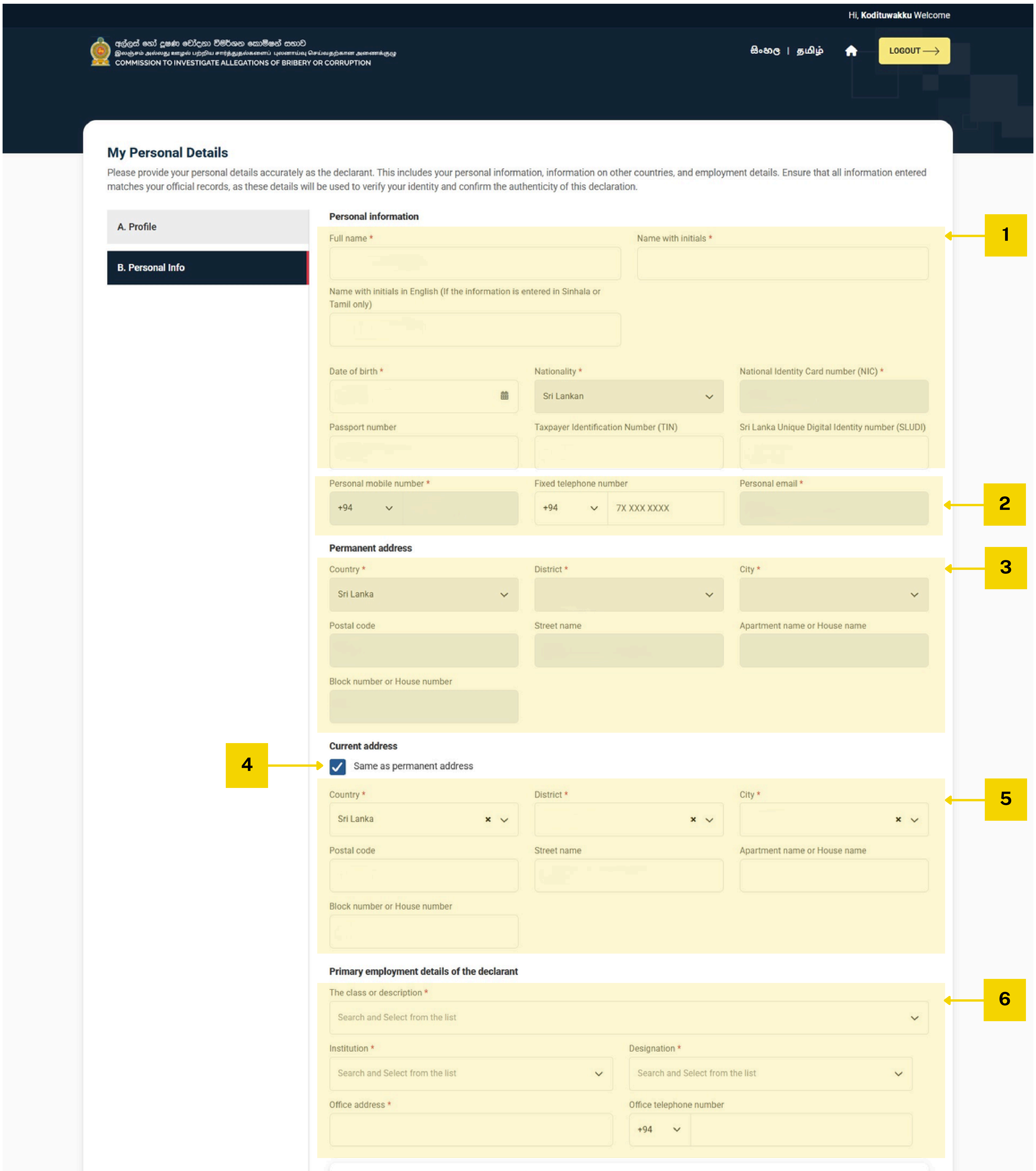


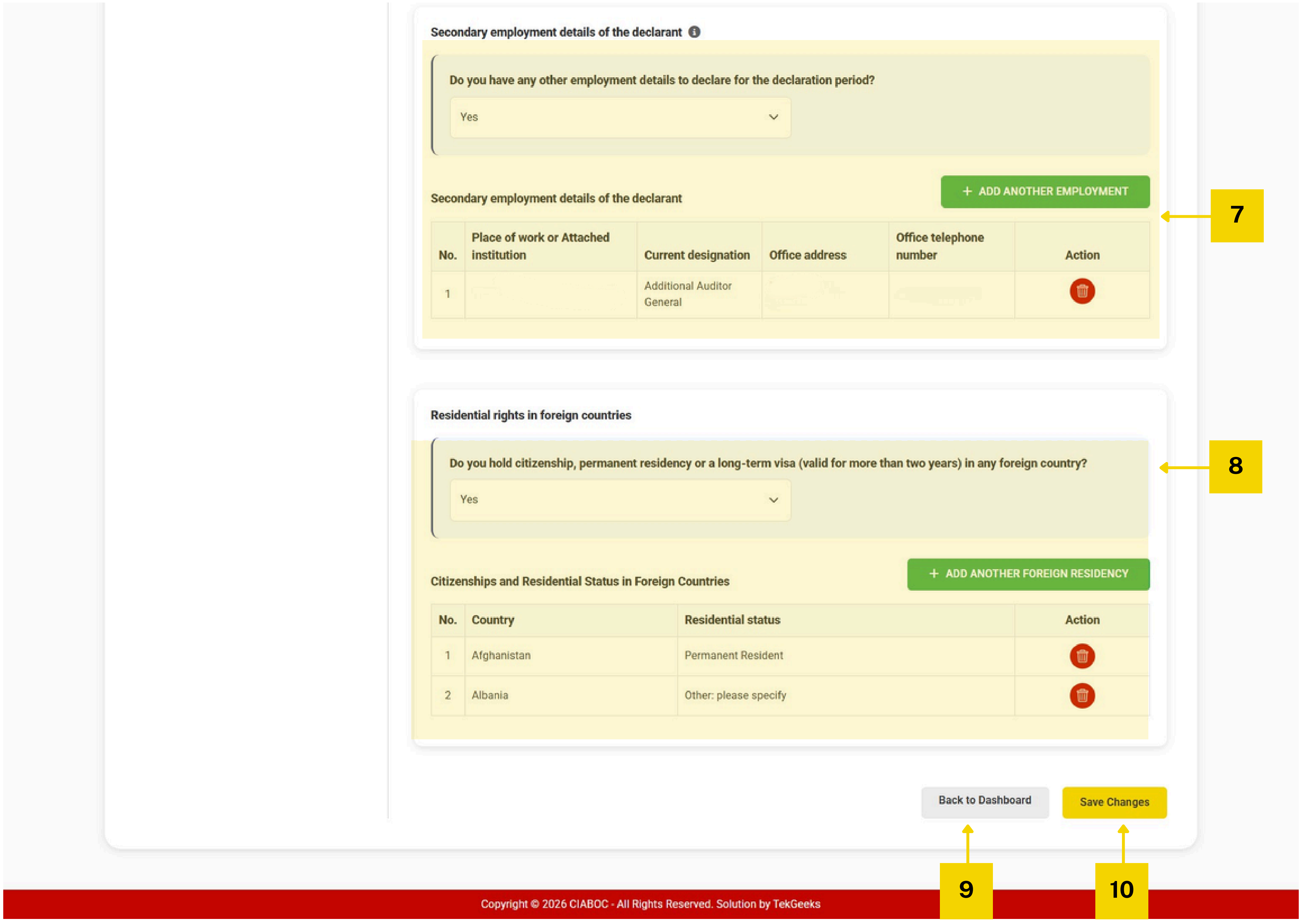
6 **Back to Dashboard**
Returns the user to the main dashboard without saving changes.

7 **Save Changes**
Saves any updates made to the profile information.

7.2. Personal information

The Profile section allows users to view and manage their personal information maintained within the system. This includes key identification details and registered contact information used for verification and communication purposes.





1

Personal Information

This section captures the declarant's core personal details:

- Full Name
- Name with Initials
- Name with Initials (in English, if entered in Sinhala/Tamil)
- Date of Birth
- Nationality
- NIC (National Identity Card Number) (non-editable)
- Passport Number
- Taxpayer Identification Number (TIN)
- Sri Lanka Unique Digital Identity (SLUDI) Number

2

Contact Information

- Personal Mobile Number (can change through porfile, refer section 7.1)
- Fixed Telephone Number (optional)
- Personal Email Address (can change through porfile, refer section 7.1)

3 **Permanent Address**

Users must provide their official residential address:

- Country
- District
- City
- Postal Code
- Street Name
- Apartment/House Name
- Block/House Number

4 **Same as Permenant Address**

Users can select "Same as permanent address" to automatically copy details. If need to change permanant address and If checked, uncheck it to update.

5 **Current Address**

If unchecked, users must manually enter the current address details:

- Country
- District
- City
- Postal Code
- Street Name
- Apartment/House Name
- Block/House Number

6 **Primary Employment Details**

This section captures the main employment information of the declarant:

- Class/Description of Employment
- Institution
- Designation
- Office Address
- Office Telephone Number

7 **Secondary Employment Details**

Users can indicate whether they have additional employment.

If "Yes" is selected, users can:

  - Add multiple employment records using "+ Add Another Employment"
  - View added records in a table format
  - Remove entries if necessary

8 **Residential Rights in Foreign Countries**

Users must declare any foreign residency status:

- Citizenship
- Permanent Residency
- Long-term Visa (valid for more than two years)

If applicable:

- Click "+ Add Another Foreign Residency"
- Enter country and residency details
- Manage entries via the displayed table

9 **Back to Dashboard**

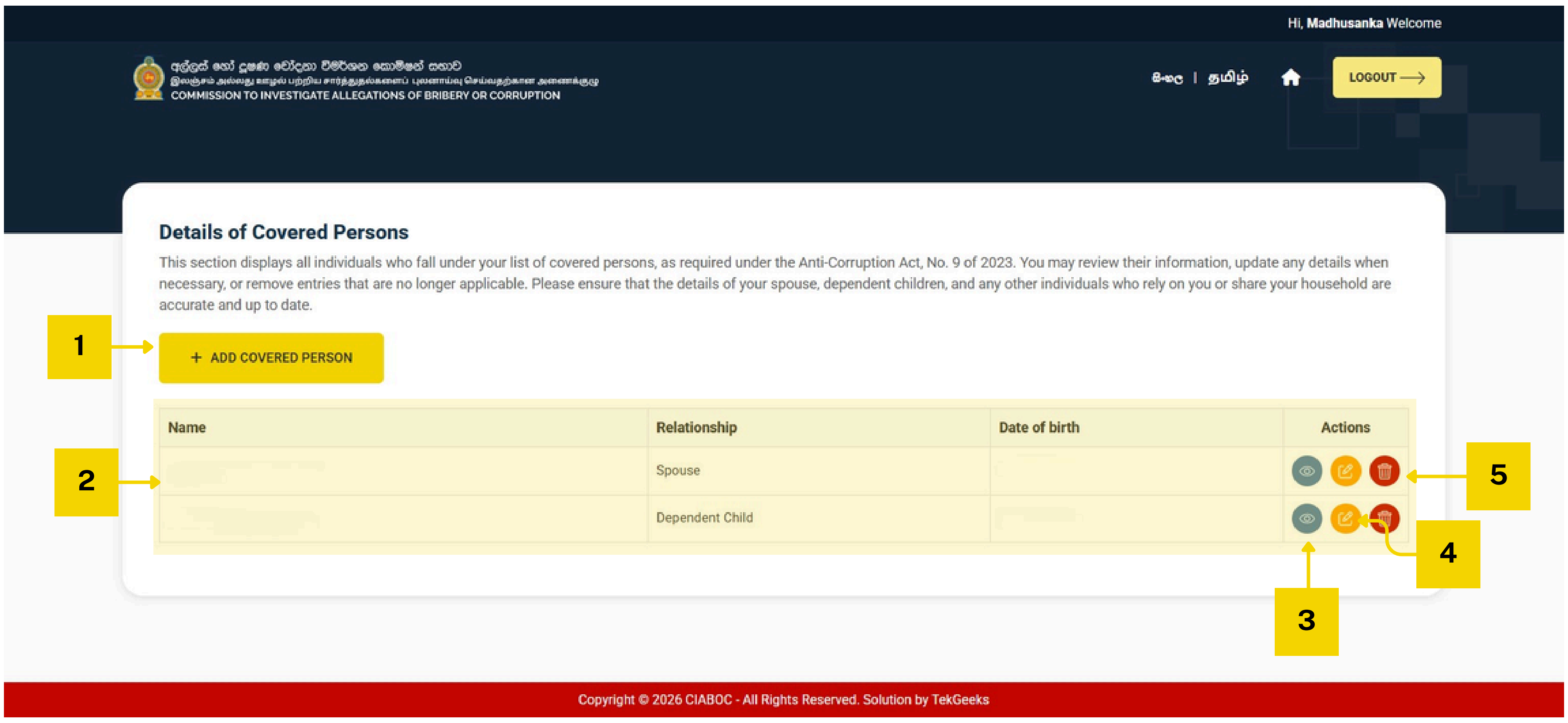
Returns the user to the main dashboard without saving changes.

10 **Save Changes**

Saves any updates made to the profile information.

08. Details of Covered Persons

The Details of Covered Persons section allows users to manage individuals who fall under the definition of covered persons as required by the Anti-Corruption Act, No. 9 of 2023. These typically include a spouse, dependent children, and any other individuals who rely on the declarant or share the same household. Users can add, view, update, and remove covered person records as needed. It is important to ensure that all information is accurate and up to date.



1 **Add Covered Person**
Click the "+ Add Covered Person" button to add a new individual. Refer section 5.3.1.1.

2 **Covered Persons List**
Displays all added covered persons in a table format

3 **View Option**
Allows users to view the full details of a selected covered person.

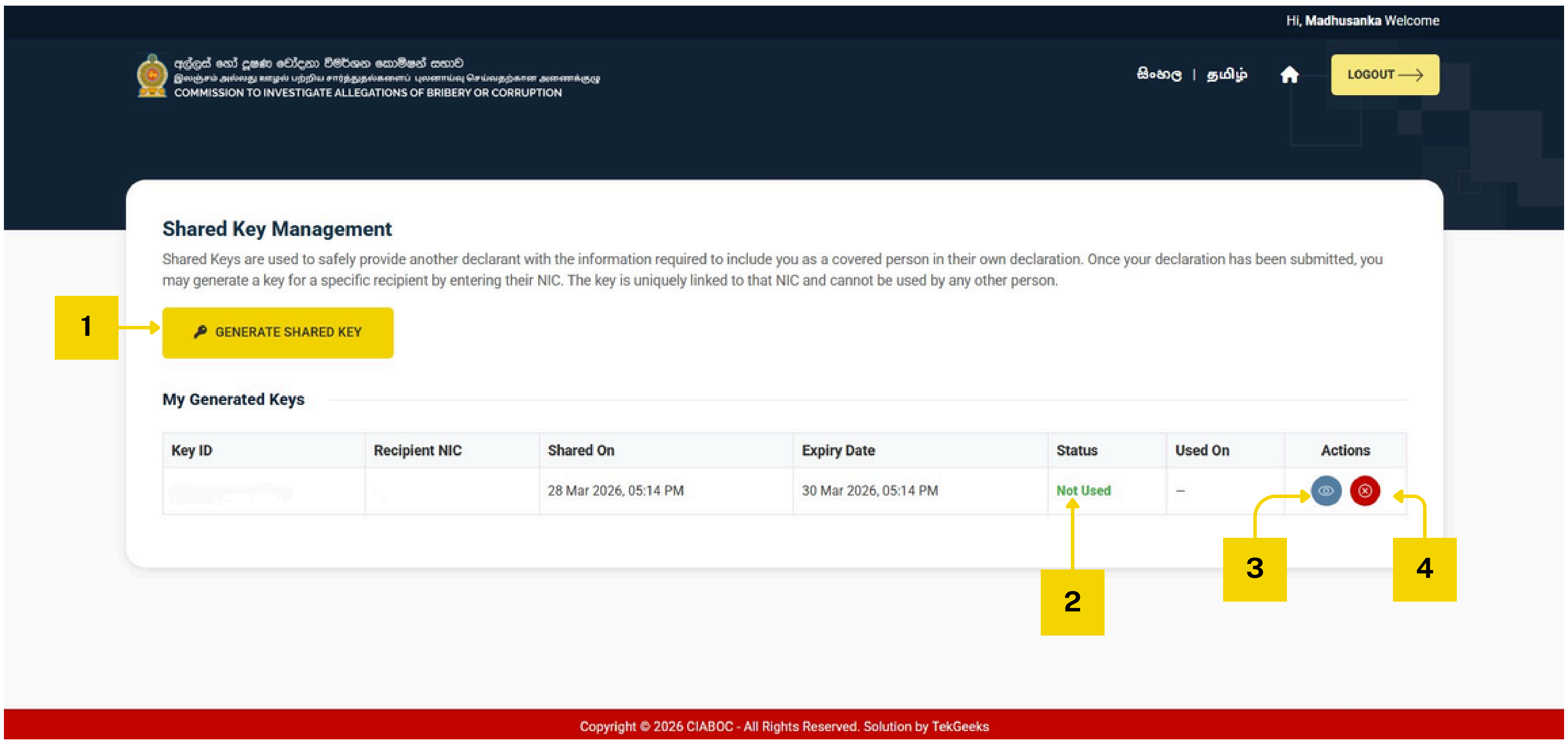
4 **Edit Option**
Enables users to update the information of an existing covered person.

5 **Delete Option**
Allows users to remove a covered person from the list. A confirmation will be required before deletion.

09. Create a Sharing Code

9.1. Shared Key Management

The Shared Key Management section allows users to securely share selected personal details with another declarant for inclusion as a covered person in their declaration. A Shared Key is generated for a specific recipient using their NIC. This key is uniquely linked to the recipient and cannot be used by any other individual.



1 **Generate Shared Key**
Click the "Generate Shared Key" button to create a new sharing key.

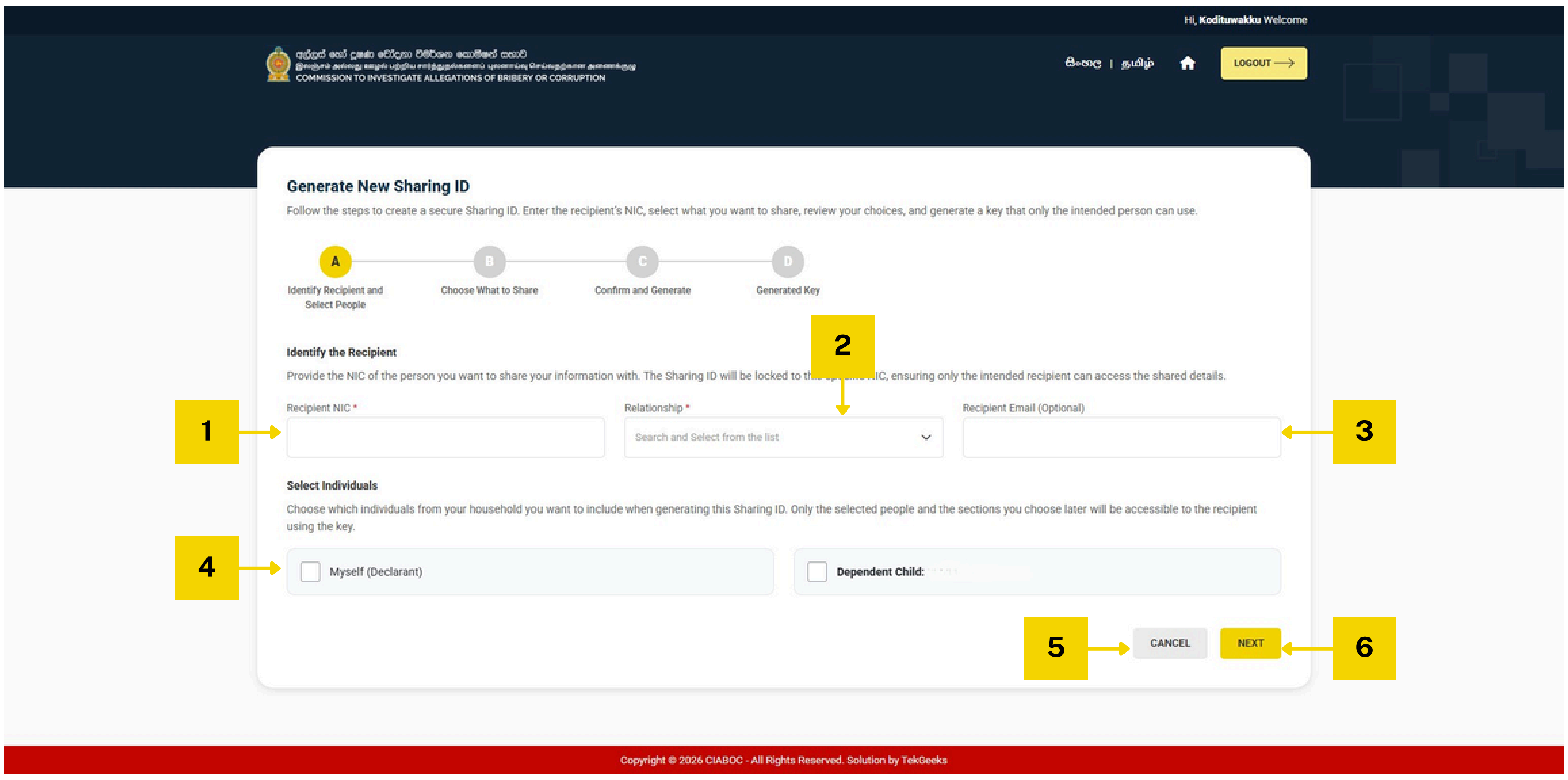
2 **Status**
Indicates whether the key is Used or Not Used or Expired.

3 **View Key Details**
Allows users to view information related to a specific shared key.

4 **Delete / Revoke Key**
Users can delete or revoke a shared key if it is no longer required. A confirmation will be required before deletion.

9.1.1. Identify Recipient & Select Individuals

This step allows users to begin creating a Sharing ID by identifying the recipient and selecting the individuals whose information will be shared. The Sharing ID is securely linked to the recipient's NIC and ensures that only the intended person can access the shared details.



1 **Recipient NIC**
Enter the NIC of the recipient with whom you intend to share your information.

2 **Relationship**
Select the relationship between you and the recipient from the dropdown list.

3 **Recipient Email (Optional)**
Enter the recipient's email address if available.

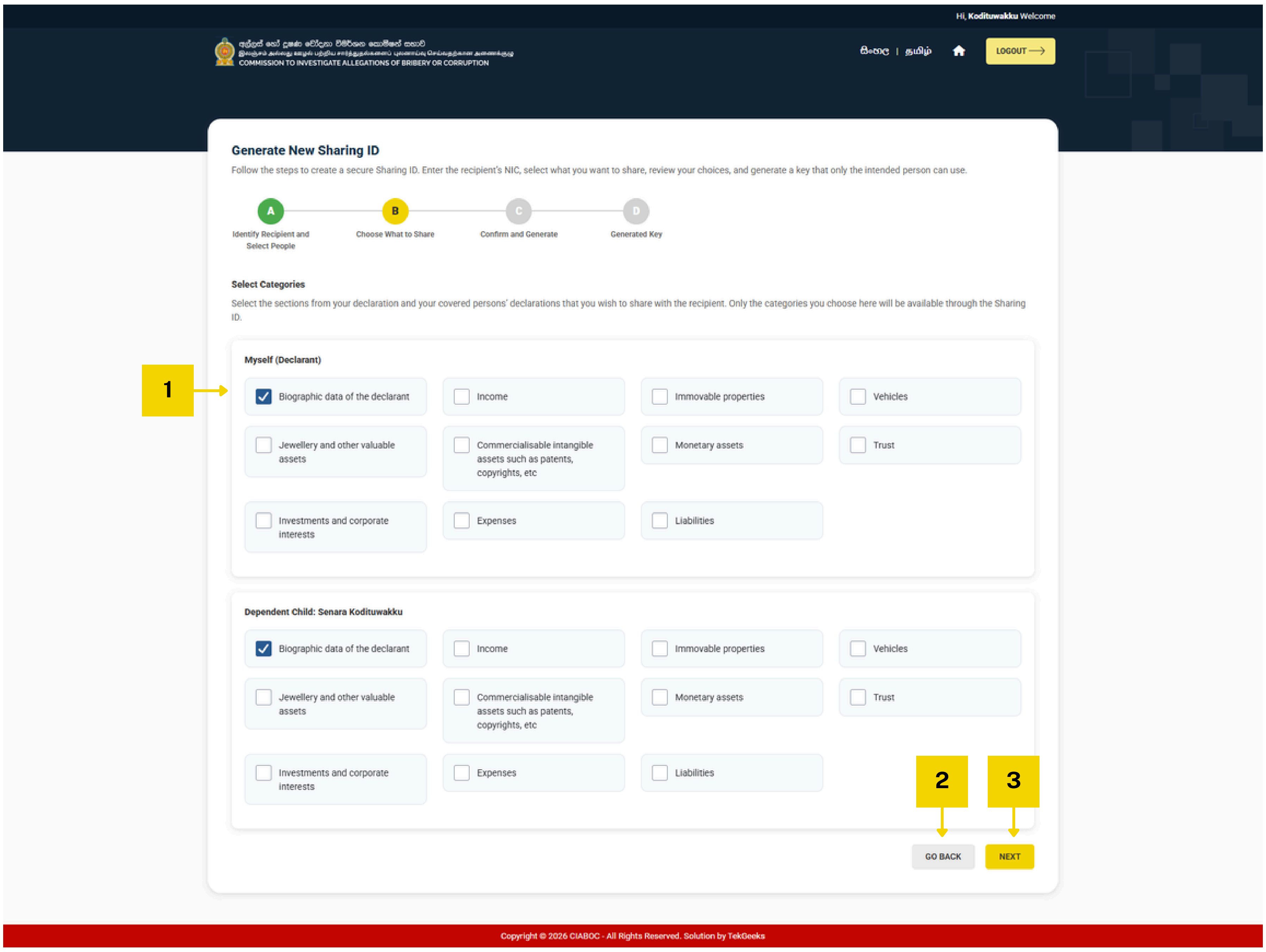
4 **Select Persons to Share**
Choose which individuals' details you want to include in the Sharing ID

5 **Next**
Proceeds to the next step.

6 **Cancel**
Cancels the process and returns to the previous screen without saving.

9.1.2. Choose What to Share

This step allows users to select the specific information categories they wish to share with the recipient through the Sharing ID. Only the selected categories and individuals will be accessible to the recipient when the Sharing ID is used.



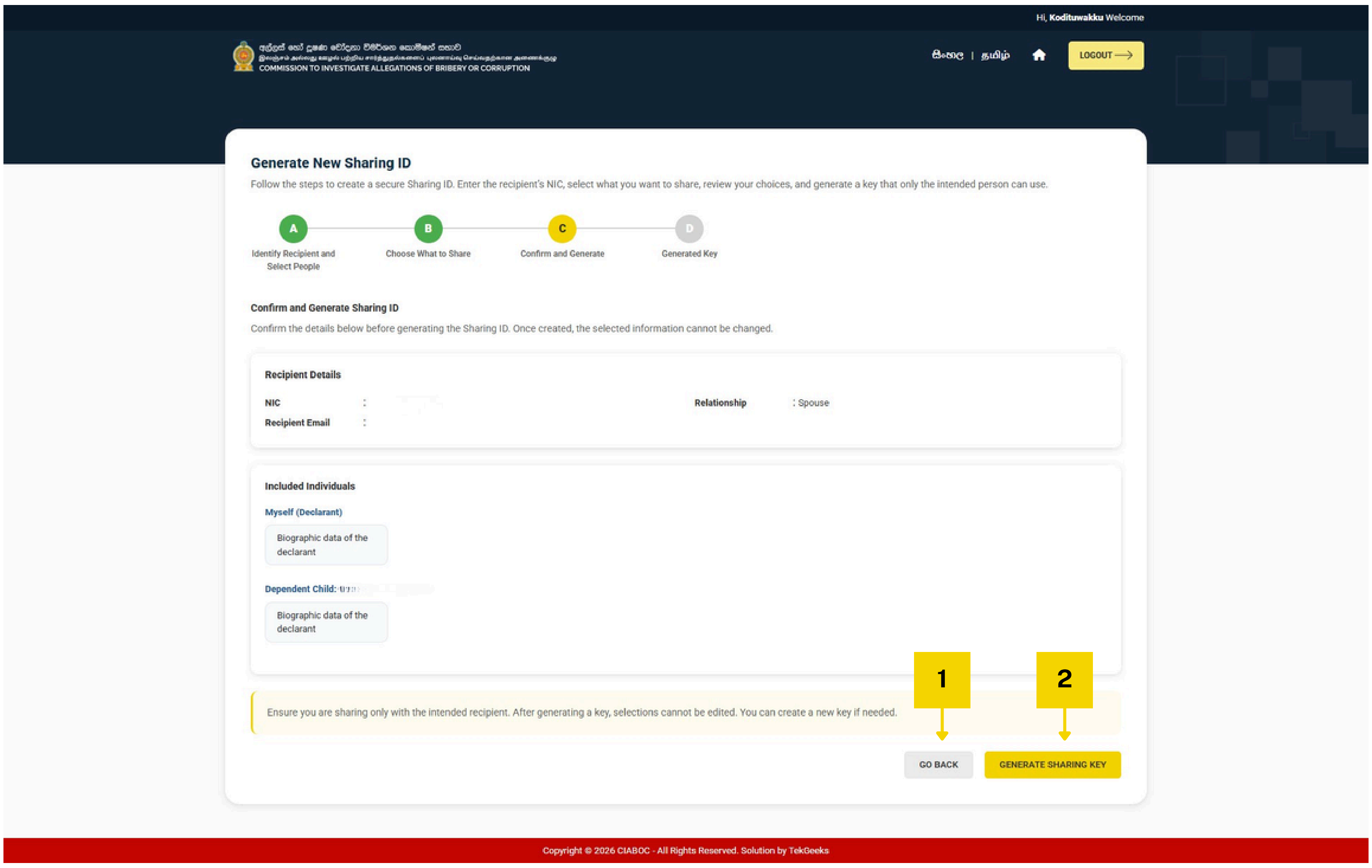
1 **Select Categories**
Users can choose which sections of their own declaration to share.

2 **Go Back**
Returns to the previous step (Identify Recipient & Select Individuals) without saving changes.

3 **Next**
Proceeds to the next step (Confirm and Generate) with the selected sharing options.

9.1.3. Confirm and Generate Sharing ID

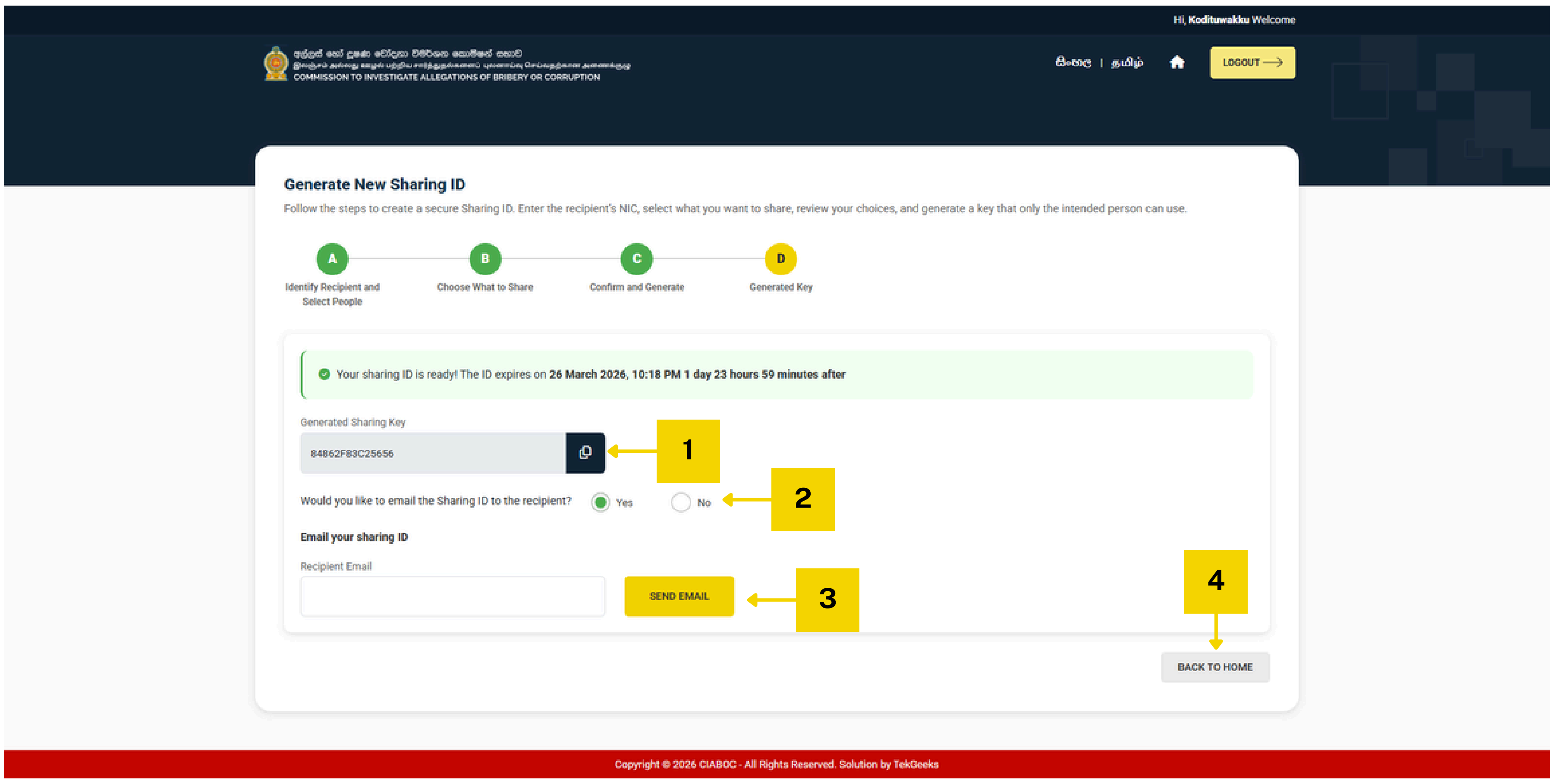
This step allows users to review and confirm all selected details before generating the Sharing ID. Once the Sharing ID is generated, the selected information cannot be modified. Therefore, users must carefully verify all details before proceeding.



1	**Go Back** Returns to the previous step (Choose What to Share) to make changes.
2	**Generate Sharing Key** Generates the Sharing ID based on the selected details.

9.1.4. Generated Sharing ID

This step confirms that the Sharing ID has been successfully generated and allows users to copy or share the key with the intended recipient.Once the Sharing ID is generated, it cannot be modified. If changes are required, a new Sharing ID must be created.



1 **Generated Sharing Key**
Displays the unique Sharing ID created for the recipient. Use the copy icon to quickly copy the key to your clipboard. Share this key securely with the intended recipient.

2 **Email Sharing Option**
Users can choose whether to send the Sharing ID directly via email

3 **Send Email**
If email sharing is enabled, enter the recipient's email address and click "Send Email" to deliver the Sharing ID.

4 **Back to Home**
Returns the user to the dashboard/home screen after completing the process.