

## EXIT DECLARATION

The Exit Declaration Module in particular enables leaders who are ceasing to serve as public officers to declare their incomes, assets and liabilities within six months from the end of their service period to comply with Section 4(3) of the Leadership Code Act 2002 as amended.

In line with the above provision, below are the guidelines to leaders in respect to filling the exit declaration form

PERIOD OF EXIT	ACTION
<b>A leader who is leaving leadership position between 1<sup>st</sup> and 31<sup>st</sup> of March 2021</b>	Fill the <b>Exit</b> declaration preferably on your last day of office. When you submit the form your account will automatically transfer to the inactive database
<b>A leader who is leaving leadership position between 1<sup>st</sup> April and 30<sup>th</sup> September 2021</b> (This applies to elected leaders who have not been re-elected and do not hold any other leadership office).	Fill a <b>biennial</b> declaration and give <b>notice</b> to IG office when you finally leave office. On receipt of notice the IG will deactivate your account
<b>A Leader who is exiting after 30<sup>th</sup> September</b>	The leader is required to fill the <b>EXIT</b> declaration form at the point of their departure. Upon submission, the account will then be deactivated

### Why a leader needs to fill the Exit declaration.

1. To comply with the Leadership Code Act. Failure by a leader to comply with this provision of the law is a breach which attracts prosecution by the IG before the Leadership Code Tribunal.

Please note that the IG-ODS database will continue to recognise a leader as still being in a leadership position and will continue to send reminder messages to the leader to submit a declaration.