

**REGULATION ON HOW TO FILL IN THE ELECTRONIC DECLARATION OF ASSETS
AND PERSONAL INTERESTS**

I. General provisions

1. The Regulation on How to Fill in the Electronic Declaration of Assets and Personal Interests (hereinafter referred to as *Regulation*) sets out how to fill in the electronic declaration of assets and personal interests.

2. The provisions of this Regulation shall be observed by the declarers specified in Article 3 of the Law No 133/2016 on the Declaration of Assets and Personal Interests (hereinafter referred to as the Law No 133/2016), with the exception of the declarers specified in Article 7¹(7) of the aforementioned law.

3. The electronic declaration of assets and personal interests (hereinafter referred to as the *electronic declaration*) shall be submitted by the declarers specified in Item 2, only through the electronic service of the Automated Information System “e-Integrity” (hereinafter referred to as e-Integrity AIS), available on the official website of the National Integrity Authority (hereinafter referred to as NIA), in accordance with the form set out in Annex 1 to the Law No 133/2016.

4. The electronic declaration shall be signed using the electronic signature issued in accordance with the law.

5. The electronic declaration shall be deemed to have been received by NIA in the following cases:

- 1) The declaration appears in the section “Submitted declarations of assets and personal interests” in e-Integrity AIS.
- 2) The declaration appears on the public portal of declarations on the official website of NIA.
- 3) The declarer has received the confirmation of receipt by e-mail.

6. According to Article 6 of Law No 133/2016, in the event of a change of position within the same entity, by promotion or appointment to another position, the declarer shall not submit a new declaration.

7. In the case of suspension of employment or duties, if the period of suspension is less than one tax year, the declarer shall not submit a new declaration upon reinstatement.

8. Where the obligation to submit one, two or three e-declarations arises, the declarer shall proceed as follows:

1) if the termination of the mandate, employment or work relationship takes place at some point between 1 January and 31 March and the declarer will have already submitted the annual declaration, he/she must – under Article 6 of Law No 133/2016 – submit the declaration upon dismissal/termination and report the income earned in the current tax year (from 1 January to the date of entry into force of the administrative act), as well as the assets owned and the personal interests as at the date of submission of the declaration;

2) if the termination of the mandate, employment or work relationship takes place at some point between 1 January and 31 March and the declarer hadn’t submitted the annual declaration yet, he/she must – under Article 6 of Law No 133/2016 – submit two declarations as set out below:

a) the **annual declaration** indicating the income earned in the previous tax year as well as the assets owned and personal interests at the date of submission of the declaration;

b) the **declaration upon dismissal/termination** and report the income earned in the current tax year (from 1 January to the date of entry into force of the administrative act), as well as the assets owned and the personal interests as at the date of submission of the declaration;

3) if the termination of the mandate, employment or work relationship takes place at some

point between 1 January and 31 March, and the declarer is, at the same time, hired or appointed to a position and hadn't submitted the annual declaration yet, he/she shall – under Article 6 of Law No 133/2016 – submit three declarations as set out below:

a) the annual declaration indicating the income earned in the previous tax year as well as the assets owned and personal interests at the date of submission of the declaration;

b) the declaration upon dismissal/termination and report the income earned in the current tax year (from 1 January to the date of entry into force of the administrative act), as well as the assets owned and the personal interests as at the date of submission of the declaration;

c) the **declaration upon employment/appointment** indicating the income earned in the previous tax year before being hired/appointed, though the assets and personal interests must be reported as at the date of submission of the declaration;

4) if the termination of the mandate, employment or work relationship took place at the end of the year and the 30-day deadline for submission of the declaration is extended to January of the following year, the declarer shall – under Article 6 of Law No 133/2016 – submit the declaration upon dismissal/termination, stating the income obtained in the tax year in which the administrative act was issued (from 1 January until the date the administrative act entered into force), though the assets and personal interests must be reported as at the date of submission of the declaration;

5) if the employment, validation of mandate or appointment took place at the end of the year and the 30-day deadline for submission of the declaration is extended to January of the current year, the declarer shall – under Article 6 of Law No 133/2016 – submit the declaration upon employment/appointment, stating the income obtained in the fiscal year preceding the year in which the administrative act was issued, and the assets and personal interests as at the date of submission of the declaration.

6) if the person is employed at some point between 1 January and 31 March, the declarer shall, by law, submit the declaration upon employment within 30 days from the date the administrative act is effective, and additionally they shall submit the annual declaration by 31 March.

7) if the suspension of employment or work relationship took place between 1 January and 31 March, the declarer shall – under Article 6 of Law No 133/2016 – submit the annual declaration, and if the duration of the suspension is less than one tax year, the declarer shall not submit a new declaration upon reinstatement.

8) if the reinstatement after suspension of employment or work relationship occurred between 1 January and 31 March, the declarer shall submit two declarations as follows:

- a) declaration upon reinstatement, stating the income earned during the period no declaration was made for, as well as the assets and personal interest as at the date of submission of the declaration.
- b) the annual declaration indicating the income earned in the previous tax year as well as the assets owned and personal interests at the date of submission of the declaration;

If the period of suspension is less than one tax year, the declarer shall not submit a new declaration upon reinstatement.

9) If the reinstatement after suspension of employment or work relationship occurred between 1 January and 31 March, and the mandate or work relationship comes to an end, the declarer shall submit three declarations as follows:

- a) declaration upon reinstatement, stating the income earned during the period no declaration was made for, as well as the assets and personal interest as at the date of submission of the declaration.
- b) the annual declaration indicating the income earned in the previous tax year as well as the assets owned and personal interests at the date of submission of the declaration;
- c) the declaration upon dismissal/termination and report the income earned in the current tax year (from 1 January to the date of entry into force of the administrative act), as well as the assets owned and the personal interests as at the date of submission of the declaration.

10) If the reinstatement after suspension of employment or work relationship occurred between

1 April and 31 December, and the mandate or work relationship comes to an end, the declarer shall submit two declarations as follows:

- a) declaration upon reinstatement, stating the income earned during the period no declaration was made for, as well as the assets and personal interest as at the date of submission of the declaration.
- b) the declaration upon dismissal/termination and report the income earned in the current tax year (from 1 January to the date of entry into force of the administrative act), as well as the assets owned and the personal interests as at the date of submission of the declaration.

11) If the reinstatement after the suspension of employment or work relationship occurred between 1 April and 31 December, the declarer shall submit one declaration, stating the income earned during the period no declaration was made for, as well as the assets and personal interests at the date of submission of the declaration.

9. The declarer alone is to be held accountable for the information on the assets owned together with family members, cohabiting partner, and on income earned and personal interests on the territory of the Republic of Moldova and abroad. Family members, the cohabiting partner of the declarer shall provide the declarer with information on their assets, income and personal interests, including as beneficial owners, unless their identity and position constitute a state secret, under the terms of the Law No 245/2008 on State Secrets, or unless the presentation of this information is restricted by law.

10. For the purposes of this Regulation, the following terms, as defined by Law No 133/2016 and other regulatory acts shall be used:

declarer – person as referred to in Article 3 of Law No 133/2016;

public entity – legal entity as referred to in Article 3 of the Law on Integrity No 82/2017; **domicile of the declarer** – the address where the declarer actually resides;

investment fund – an undertaking for collective investment in transferable securities without legal personality, constituted on the basis of a civil partnership contract, which continuously and without delay places and redeems units in the form of fund units and operates in accordance with the provisions of Law No 171/2012 on the Capital Market;

direct investment – participation, by way of financial contribution, in national or convertible currency, by way of contribution in kind of movable and/or immovable property, by way of participation in the increase of assets of an enterprise, in the establishment or expansion of an enterprise in any of the legal forms provided for by law, in the acquisition of shares or equity, with the exception of portfolio investment (which means an investor merely acquires shares in companies), as a result of which effective control or a significant degree of influence over the decision-making process of an enterprise which is resident in another economy is acquired (direct investment enterprise);

alternative collective investment undertaking (hereinafter referred to as ACIU) – within the meaning of Article 2 of the Law No 2/2020 on Alternative Collective Investment Undertakings, is any alternative collective investment undertaking, other than a collective investment undertaking in securities, the establishment and operation of which are approved by the National Commission in accordance with this Law, and which attracts financial resources from a number of investors in order to invest them in accordance with the investment policy reflecting the interest of those investors;

undertaking for collective investment in transferable securities – within the meaning of Article 2 of the Law No 2/2020 on Alternative Collective Investment Undertakings, means an undertaking for collective investment in transferable securities, defined and established in accordance with the provisions of the Law No 171/2012 on the Capital Market;

investment management firm – within the meaning of Article 2 of Law No 2/2020 on Alternative Collective Investment Undertakings, is a legal entity whose activity consists in managing one or more collective investment undertakings in accordance with Law No 2/2020;

ACIU units – within the meaning of Article 2 of Law No 2/2020 on Alternative Collective Investment Undertakings, these are shares, participation certificates or fund units issued by ACIU

depending on the legal organization form either under a memorandum of association or under a simple partnership agreement;

virtual assets – electronic non-bank financial assets, applications and other virtual products derived from information technologies, including digital currencies, cryptocurrencies, cryptocurrency, which are stored (deposited), hosted electronically and effectively available on secure and registered online platforms in the virtual space of the global internet, the value of which exceeds 10 average monthly salaries in the national economy;

market price – within the meaning of Article 5(26) of the Tax Code, the following sources are to be used as sources of information on market prices at the time of the transaction:

- a) information from state statistical bodies and bodies regulating price formation, and in the absence thereof;
- b) information on market prices, published in the press or made known to the public through the media, and in the absence thereof;
- c) official and/or published information on stock exchange listings (transactions that have taken place) on the stock exchange nearest to the seller's (buyer's) registered office (domicile), and if no transactions on the said stock exchange or trading (purchase) on another stock exchange – information on stock exchange listings that have taken place on this other stock exchange, as well as information on listings of government securities and government bonds;

tax year – within the meaning of Article 5(41) of the Tax Code, is a calendar year, starting on 1 January and ending on 31 December;

person responsible for the management of the electronic register – designated person within the human resources department, responsible for the permanent updating of the electronic register of declarers of assets and personal interests, within the public entities where the declarers work;

non-commercial organization – within the meaning of Article 1 of the Law No 86/2020 on non-commercial organizations, is the legal entity the main purpose of which is other than obtaining income. Non-commercial organizations are public associations, foundations and private institutions;

electronic signature – electronic data that is attached to or logically associated with other electronic data and that is used as a method of authentication;

e-Integrity automated information system – an information system intended for the automated submission, archiving, verification and analysis of declarations of assets and personal interests and for facilitating electronic access of interested citizens and institutions to information of public interest;

commercial company – within the meaning of Article 245 of the Civil Code – is the business organization with share capital made up of members' (associates') shares, which can only be set up in the form of a collective partnership, a limited partnership, a limited liability company and a joint-stock company;

gratuitous legal act – within the meaning of Article 310 of the Civil Code, it is the act whereby a party obtains a material benefit without the intention of giving another material benefit in exchange;

legal act for valuable consideration – within the meaning of Article 310 of the Civil Code, it is the act whereby a party obtains a material benefit with the intention of giving another material benefit in exchange;

real property – for the purposes of Articles 459-460 of the Civil Code, the land is considered to be registered in the real property register under a separate cadastral number. The items and works permanently attached to the land, such as buildings, underground constructions (even if they extend over other land), separate aquatic objects, plantations attached by roots, unharvested fruit are part of the real property. This rule applies irrespective of whether or not these component parts are registered separately in the real estate register. By law, other property may also be reported under the category of real property;

movable property – property that is not legally classified as real property;

usufruct – for the purposes of Articles 604 to 605 of the Civil Code, usufruct is the right of a

person (usufructuary) to possess and use for a specific or determinable period the property of another person (bare owner) and to enjoy the benefits of the property, just like the owner, but provided that the property itself remains undiminished and uninjured in any way. The usufructuary has the right to own the property, but not to alienate it. Usufruct can be established by law or by legal act. In the cases provided for by law, usufruct may be established by court decision;

right of use – within the meaning of Article 635 of the Civil Code, it is the real right over the property of another, by virtue of which the user can possess and use the property and enjoy the benefits of the property as per their own needs and the needs of their family. The right to use is established by legal act or by law;

right of habitation – under Article 635 of the Civil Code, the holder of the right of habitation has the right to live in another person’s dwelling together with their spouse and children, even if they were not married or had no children at the time when the habitation was established, as well as with their parents or other dependants. The right to habitation is established by legal act or by law.

II. How to fill in the electronic declaration

11. The electronic declaration shall be filled in by logging into the e-Integrity AIS. To log in, one needs to go to the official NIA website www.ani.md and select “Submit declaration”, then click on “Online Declaration Form”. When the declarer’s interface appears, two options to fill in the declaration become available:

1) One may click on “**Declarations**” on the left-hand side menu, then on “**Declaration of assets and personal interests**”, then tick the reason for submitting the declaration, and from the box “**Select activity**” – one shall pick the position in relation to which the declaration is being submitted, then click on “**Next**”. If, after the sequence of actions referred to in this sub-item, the notification “**Warning, you did not perform any operation**” appears, the declarer shall contact the designated person responsible for the management of the electronic register of declarers in the public entity where the declarer works.

2) One may select from the “Must declare” box the position for which the declarer is to submit the declaration, by clicking on the green “**Submit Declaration**” button.

12. When filling in the declaration, the declarer shall follow the provisions of this Regulation, and the textual and video guides on how to fill in and submit the electronic declaration, accessible on <http://ani.md/node/249>, as well as the notifications generated by e-Integrity AIS.

13. The declarer shall fill in all the fields marked with an asterisk (*).

14. When filling in the declaration, the declarer shall observe these steps:

- 1) Select the grounds for submitting the declaration;
- 2) Check and fill in the “General information about the declarer” section;
- 3) Fill in the section “Income earned by the declarer, their family members, cohabiting partner, both within and outside the country during the year”.
- 4) Fill in the “Real property both within and outside the country” section;
- 5) Fill in the “Movable property both within and outside the country” section;
- 6) Fill in the “Financial asset both within and outside the country” section;
- 7) Fill in the “Stock/shares in the share capital of a company”;
- 8) Fill in the “Debt” section;
- 9) Fill in the section “Services purchased during the reporting period, both within and outside the country, the aggregate value of which – over the course of a year – exceeds 10 average monthly salaries in the national economy”;
- 10) Fill in the “Personal interests” section;
- 11) Sign and submit the declaration of assets and personal interests.

15. If, for lack of necessity, the declarer decides not to fill in some boxes or sections, the declarer shall move on to the next section.

16. When entering in the declaration the information in consideration of the ceiling on the

number of average salaries in the national economy, the declarer can check the size of the average salary in the national economy displayed by the system for the current year. Upon submission of an amended declaration, the declarer shall take into account the amount of the average salary in the national economy established for the period in question.

III. Select the grounds for submitting the declaration

17. At this stage, the declarer shall fill the box in with one of the following options:

- a) Upon employment/validation of mandate – tick the box in the case provided for in Article 6(2) of the Law No 133/2016;
- b) Annual – tick the box in the case provided for in Article 6(1) of the Law No 133/2016;
 - c) Upon dismissal/resignation – tick the box in the case provided for in Article 6(4) of the Law No 133/2016.

18. If the declarer realizes that they entered incomplete or incorrect data in the declaration, they may submit the corrected declaration within 30 days after the deadline for submitting the declaration has passed.

IV. Instructions for filling in the section checking and filling in the “General information about the declarer” section

19. At this stage, the declarer shall check the information generated by the electronic Register of declarers.

20. If the information in the box “Position held (public organization in which the declarer is employed, type and number of the appointment/employment/dismissal act)” is either missing or is incorrect, the declarer shall contact the designated person responsible for the management of the electronic register of declarers in the public entity where the declarer works.

21. If the information under “Last name, first name, patronymic, year of birth and identification number of spouse or cohabiting partner”, “Last name, first name, patronymic, year of birth and identification number of minor children”, “Last name, first name, patronymic, year of birth and identification number of dependants”, is either missing or is incorrect, the declarer shall enter the correct information, as required, in that box.

22. The declarer shall enter in the box “**Domicile, telephone number and e-mail address**” the address where they live at the time when they submit the declaration, including if their domicile does not correspond to the address indicated in the identity card, telephone number and e-mail address.

23. If the declarer is the family member or cohabiting partner of the declarer mentioned by way of exception in Item 2 – when filling the declaration of assets and personal interests, they shall fill in only the box “**Last name, first name, patronymic, year of birth and identification number**” of the person concerned and shall not enter in the declaration any information directly concerning their income, assets or interests.

V. Instructions for filling in the section “Income earned by the declarer, their family members, cohabiting partner, both within and outside the country during the year”

24. At this stage, the income earned by the declarer, their family members, cohabiting partner, both within and outside the country, for the period subject to the declaration, shall be declared in accordance with Article 6 of the Law No 133/2016, as follows:

- a) the box “**Who earned the income**” shall be filled in, as appropriate, with the first and last name of the declarer, their family member, cohabiting partner;
- b) the box “**Source of income**” shall be filled in with the name of the individual/legal entity that the income was gained from;
- c) the box “**Provided services/income-generating item**” shall be filled in with a description of the type of service (e.g. legal services) or of what generated the declared income (e.g. salary, pensions,

allowances, etc.);

d) the box **“Income amount”** shall be filled in with the amount of the income earned throughout the reporting period, in national currency or in the currency in which it was earned.

25. The box **“Income earned at the basic workplace”** shall be filled in with the amount of the income earned as salary, as provided for by law or by individual employment contract or other legal acts, for the time actually worked during normal and overtime hours, and other salary or contractual entitlements.

26. The box **“Income from teaching, scientific and creative occupations”** shall be filled in as follows:

a) The box **“Income from teaching”** shall be filled in with the remuneration received from training and education activities, carried out under an individual employment contract, under the terms of the law, including in accredited institutions of upper secondary, general secondary, secondary vocational, secondary specialized, higher, postgraduate education, as well as in public or private training and retraining institutions;

b) The box **“Income from scientific work”** shall be filled with the remuneration received from fundamental research and applied research, having as main components scientific research, scientific technology, scientific product and scientific service, within the meaning of the Code on Science and Innovation of the Republic of Moldova No 259/2004;

c) The box **“Income from creative occupations”** shall be filled in with the remuneration received from creating and producing artistic, literary and art works of all types and genres, outside employment or civil contracts, within the meaning of the concepts defined by the Law on artists and creative unions No 21/2013.

27. The box **“Income from deposits with financial institutions”** shall be filled in with income obtained from bank deposits, equivalent forms of savings and investments, savings in savings and loan associations, with financial institutions at home and abroad, indicating separately the financial institution and the amount obtained.

28. The box **“Income from the position of state representative in companies”** shall be filled in with the income obtained as a result of working as a representative of the state in companies (e.g. income obtained as a member of the board of directors, member of the board of auditors, etc.).

29. The box **“Income from donations and inheritances”** shall be filled in with income obtained as donated or inherited funds.

30. The box **“Income from the sale and/or holding of securities and/or shares in the share capital of companies”** shall be filled in with the income obtained from the sale, holding (dividends) of securities or shares in the share capital of companies.

31. The box **“Income from the alienation of moveable or real property”** shall be filled in with income from the sale of land, buildings/constructions, vehicles subject to registration and other movable property.

32. The box **“Income from other sources (pensions, scholarships, allowances, awards, intellectual property rights, etc.)”** shall be filled in with the amounts received in national or foreign currency as: pensions received from the state social insurance budget, including on the basis of international treaties to which the Republic of Moldova is a party, from voluntary (private) pension funds and those financed from the state budget; scholarships, allowances, national or international awards; revenues from gambling, lotteries and promotional campaigns; funds received through rapid international transfer systems or other channels; damages and compensations; income from the capitalization on rights deriving from invention patents, industrial designs, trademarks, technical processes, know-how, copyright and rights related to copyright and similar rights; income from patent business, sole proprietorship, peasant household, as well as income obtained from any other legal sources, the obligation to declare which is not included in the sections above.

VI. Instructions for filling in the “Real property both within and outside the country” section

33. At this stage, the declarer shall declare the rights to real property, including unfinished property, both within and outside the country, such as the right of ownership, usufruct, right of use, right of habitation, right of superficies of the declarer and the members of their family, of their cohabiting partner, including as beneficial owners, or possessors, under contracts of mandate, commission, trusteeship, contracts transferring possession and use, at the date of submission of the declaration.

34. The information on real property within and/or outside the country shall be entered as follows:

- 1) The boxes in section **A – “Land”**, shall be filled in as follows:
 - a) **“Name of beneficial owner”** – last name and first name of the declarer, of the family member or of their cohabiting partner;
 - b) **“Cadastral number/location”** – the cadastral number of the land as assigned by the cadastral authority in the format corresponding to the document certifying the origin of the property, and for land held abroad – the cadastral number in the format of the country concerned. If the land is not valuated and has no cadastral number assigned or is held by right of use (e.g. rented), enter “0”;
 - c) **“Category”** – select corresponding option: (1) farmland; (2) forest; (3) intra-urban; (4) extra-urban; (5) other categories of land in civil circulation;
 - d) **“Method of acquisition”** – select one of the options: (1) ownership; (2) possession; (3) other contracts of possession and use;
 - e) **“Year of acquisition”** – the year as per the document certifying the origin of the land, i.e. the year in which it was actually acquired;
 - f) **“Area”** – total area according to the document certifying the origin of the land;
 - g) **“Share”** – the share owned by each person, according to the document certifying the ownership of the land. In the case of right of use only, enter „0”;
 - h) **“Document confirming the origin of the asset”** – the legal act on the basis of which the asset was acquired (e.g. sales and purchase agreement, rent, exchange, donation, inheritance, etc.);
 - i) **“Asset value”** – the real value of real property, which is the actual price paid for the property and the cost of improvements or renovation works;
 - j) **“Market price of the asset”** – the value at which similar assets were sold on the day the assets concerned were purchased;
 - k) **“Reason for the difference between asset value and the market price of the asset”** – information, in good faith, to explain cases where there is a difference between the amounts indicated in letters (i) and (j) of this subitem;
 - l) **“Asset owner”** – state the last name and first name of the individual or the name of the legal entity that owns the property;
 - m) **“Type of owner”** – one of the options is to be selected: (1) resident individual; (2) non-resident individual; (3) resident legal entity; (4) non-resident legal entity. This field is to be filled in only if the holder is someone other than the beneficial owner;
 - n) **“Information identifying the holder other than the beneficial owner”** – for individuals residing in the Republic of Moldova, the personal identification number shall be stated. A non-resident individual, shall state the country of residence and the national identification number (if the identification number is not applicable, state the tax identification number).

A resident legal entity shall state the identification code. A non-resident legal entity, shall state the country or jurisdiction in which the legal entity is registered and the business registration number in that country/jurisdiction.

The declarers who do not own the asset shall provide the following information: locality (without cadastral number); category of the property; method of acquisition; year of acquisition; area and owner

of the property.

2) The boxes in section **B – “Land”**, shall be filled in as follows:

a) **“Name of beneficial owner”** – last name and first name of the declarer, of the family member or of their cohabiting partner;

b) **“Address/Cadastral number”** – full address (locality, street, number) of the building/construction, the cadastral number as assigned by the cadastral authority in the format corresponding to the document certifying the origin of the property, and for property owned abroad – the cadastral number in the format of the country concerned. If the asset was not valuated or if the construction of the asset is unfinished and there’s not primary registration of it, enter “0”. In the case of right of use only, enter „0”;

c) **“Category”** – type of real property as follows (1) apartment; (2) house; (3) villa; (4) commercial or production space; (5) garage; (6) other real property, including unfinished;

d) **“Method of acquisition”** – select one of the options: (1) ownership; (2) possession; (3) usufruct; (4) use; (5) habitation; (6) other contracts of possession and use;

e) **“Year of acquisition”**– the year as per the document confirming the origin of the asset, i.e. the year in which it was actually acquired; For unfinished constructions – the year when construction works began shall be entered;

f) **“Area”** – total area according to the document certifying the origin of the asset; In the case of right of use only, enter „0”;

g) **“Share”** – the share of the declarer, their family member or their cohabiting partner, according to the document certifying the origin of the property. In the case of right of use only, enter „0”;

h) **“Document confirming the origin of the asset”** – the legal act on the basis of which the asset was acquired (e.g. sales and purchase agreement, rent, exchange, donation, inheritance, etc.);

i) **“Asset value”** – the real value of real property, which is the actual price paid for the property and the cost of improvements or renovation works;

j) **“Market price of the asset”** – the value at which similar assets were sold on the day the assets concerned were purchased;

k) **“Reason for the difference between asset value and the market price of the asset”** – information, in good faith, to explain cases where there is a difference between the amounts indicated in letters (i) and (j) of this subitem;

l) **“Asset owner”** – state the last name and first name of the individual or the name of the legal entity that owns the property;

m) **“Type of owner”** – one of the options is to be selected: (1) resident individual; (2) non-resident individual; (3) resident legal entity; (4) non-resident legal entity. This field is to be filled in only if the holder is someone other than the beneficial owner;

n) **“Information identifying the holder other than the beneficial owner”** – for individuals residing in the Republic of Moldova, the personal identification number shall be stated. A non-resident individual, shall state the country of residence and the national identification number (if the identification number is not applicable, state the tax identification number).

A resident legal entity shall state the identification code. A non-resident legal entity, shall state the country or jurisdiction in which the legal entity is registered and the business registration number in that country/jurisdiction.

The declarers who do not own the asset shall provide the following information: address (without cadastral number); category of the property; method of acquisition; year of acquisition; area and owner of the property.

VII. Instruction for filling in the “Movable property both within and outside the country” section

35. At this stage, the declarant shall declare the movable property, both within and outside the country, owned, with the right of usufruct, use, habitation, superficies by the declarant and the members

of their family, their cohabiting partner, including as beneficial owners, or possessors, under contracts of mandate, commission, trusteeship, contracts transferring possession and use, at the date of submission of the declaration.

36. The information on movable property within and/or outside the country shall be entered as follows:

1) In section A „**Cars, trucks, trailers, motor vehicles, agricultural machinery, sea/air transport, other means of transport subject to registration**” – the specified movable property subject to registration both within and outside the country shall be declared. In the boxes under section A, the following information shall be entered:

a) “**Name of beneficial owner**” – last name and first name of the declarer, of the family member or of their cohabiting partner;

b) “**Type/model**” – the type of movable property according to the registration certificate and the model of the movable property according to the registration certificate;

c) “**Year of manufacture**” – as per the registration certificate;

d) “**Place of registration/registration number**” – data and number as per the registration certificate. If the vehicle is registered abroad, the country and place of registration shall be entered;

e) “**Year of acquisition**” – as per registration certificate, power of attorney or other document certifying the acquisition of the right of ownership or use;

f) “**Method of acquisition**” – select one of the options: (1) ownership; (2) possession; (3) other contracts of possession and use;

g) “**Asset value**” – the real value of movable property, which is the actual price paid for the property and the cost of improvements or renovation works;

h) “**Market price of the asset**” – the value at which similar assets were sold on the day the assets concerned were purchased;

i) “**Reason for the difference between asset value and the market price of the asset**” – information, in good faith, to explain cases where there is a difference between the amounts indicated in letters (g) and (h) of this subitem;

j) “**Asset owner**” – state the last name and first name of the individual or the name of the legal entity that owns the property;

k) “**Type of owner**” – one of the options is to be selected: (1) resident individual; (2) non-resident individual; (3) resident legal entity; (4) non-resident legal entity. This field is to be filled in only if the holder is someone other than the beneficial owner;

l) “**Information identifying the holder other than the beneficial owner**” – for individuals residing in the Republic of Moldova, the personal identification number shall be stated. A non-resident individual, shall state the country of residence and the national identification number (if the identification number is not applicable, state the tax identification number).

A resident legal entity shall state the identification code. A non-resident legal entity, shall state the country or jurisdiction in which the legal entity is registered and the business registration number in that country/jurisdiction.

2) The boxes in section B – “**Assets such as precious metals and/or precious stones, works of art and cult objects, objects belonging to the national or universal cultural heritage, the unit value of which exceeds the sum of 15 average monthly salaries in the national economy**”, shall be filled in as follows:

a) “**Name of beneficial owner**” – last name and first name of the declarer, of the family member or of their cohabiting partner;

b) “**Brief description**” – the assets and its brief description (name and/or type of asset, weight, year (period, e.g. 16th century painting), other characteristics). Assets consisting of two or more units (e.g. a pair of earrings, a set of jewelry, volumes of books, etc.) are deemed to be a unit;

c) “**Year of acquisition**” – the year in which the declarer or their family members, cohabiting

partner acquired the right of ownership, possession or use of the asset in question;

d) **“Asset value”** – the real value of movable property, which is the actual price paid for the property and the cost of improvements or renovation works;

e) **“Market price of the asset”** – the value at which similar assets were sold on the day the assets concerned were purchased;

f) **“Reason for the difference between asset value and the market price of the asset”** – information, in good faith, to explain cases where there is a difference between the amounts indicated in letters (d) and (e) of this subitem;

g) **“Asset owner”** – last name and first name of the declarer, of the family member or of their cohabiting partner;

h) **“Type of owner”** – one of the options is to be selected: (1) resident individual; (2) non-resident individual; (3) resident legal entity; (4) non-resident legal entity. This field is to be filled in only if the holder is someone other than the beneficial owner;

i) **“Information identifying the holder other than the beneficial owner”** – for individuals residing in the Republic of Moldova, the personal identification number shall be stated. A non-resident individual, shall state the country of residence and the national identification number (if the identification number is not applicable, state the tax identification number).

A resident legal entity shall state the identification code. A non-resident legal entity, shall state the country or jurisdiction in which the legal entity is registered and the business registration number in that country/jurisdiction.

3) The boxes in section **C** – **“Collections of artworks, numismatics, philately, arms or other items the value of which exceeds the sum of 20 average monthly salaries in the national economy”**, shall be filled in as follows:

a) **“Name of beneficial owner”** – last name and first name of the declarer, of the family member or of their cohabiting partner;

b) **“Brief description”** – a collection of at least two or more items of the same kind or category, collected for aesthetic, scientific or other purposes and classified according to certain principles and representing artistic, scientific, documentary, etc. value, and a brief description these items shall be provided;

c) **“Year of acquisition”** – the year in which the declarer or their family members, cohabiting partner acquired the right of ownership, possession or use of the asset in question;

d) **“Asset purchase value”** – the real value of the movable property shall be indicated, if the value exceeds the amount of 20 average monthly wages per month, which is the actual price paid for the property and the cost of improvements or renovation works;

e) **“Market price of the asset”** – the value at which similar assets were sold on the day the assets concerned were purchased;

f) **“Reason for the difference between asset value and the market price of the asset”** – information, in good faith, to explain cases where there is a difference between the amounts indicated in letters (d) and (e) of this subitem;

g) **“Asset owner”** – state the last name and first name of the individual or the name of the legal entity that owns the property;

h) **“Type of owner”** – one of the options is to be selected: (1) resident individual; (2) non-resident individual; (3) resident legal entity; (4) non-resident legal entity. This field is to be filled in only if the holder is someone other than the beneficial owner;

i) **“Information identifying the holder other than the beneficial owner”** – for individuals residing in the Republic of Moldova, the personal identification number shall be stated. A non-resident individual, shall state the country of residence and the national identification number (if the identification number is not applicable, state the tax identification number).

A resident legal entity shall state the identification code. A non-resident legal entity, shall state the country or jurisdiction in which the legal entity is registered and the business registration number in that country/jurisdiction.

4) The boxes in section **D** – “**Assets transferred for valuable consideration or gratuitously, personally or by family members, cohabiting partner, to individuals or legal entities during the reporting period, if the value of each asset exceeds the sum of 10 average monthly salaries in the national economy**” shall be filled in as follows:

- a) “**Description of the property transferred**” – all movable property, including investments in the share capital of companies, transferred by contract for valuable consideration or free of charge, in written or verbal form, by the declarer, family members, cohabiting partner, to any natural or legal person provided, that the value of the property in question exceeds 10 average monthly salaries in the national economy on the date of submission of the declaration;
- b) “**Method of transfer**” – type of transaction (e.g. sale-purchase, donation, etc.);
- c) “**Date of transfer**” – date of transfer of the asset (day, month, year);
- d) “**Person it was transferred to**” – last name, first name, date/month/year of birth and identification number of the natural person or name and registration number of the legal person;
 - e) “**Asset value**” – priority shall be given to the contractual value of the asset, or otherwise – to the value established by valuation if the asset was acquired as a result of a gratuitous transaction, provided that the value of the asset in question exceeds 10 average monthly salaries in the national economy at the date of submission of the declaration. The value shall be shown in national or foreign currency;
 - f) “**Owner of transferred asset**” – last name and first name of the declarer, of the family member or of their cohabiting partner.

5) The boxes in section **E** – “**Other movable property the unit value of which exceeds the sum of 10 average monthly salaries in the national economy**”, shall be filled in as follows:

- a) “**Name of beneficial owner**” – last name and first name of the declarer, of the family member or of their cohabiting partner;
- b) “**Asset description**” – all movable property in ownership, possession or use, the unit value of which exceeds 10 average monthly salaries in the national economy on the date of submission of the declaration. The movable property listed in this section is other than that declared in sections A-D and includes objects, items, that move or can be moved, relocated, transported from one place to another (e.g. weapons, pets, technical equipment, household goods, personal belongings, etc.);
- c) “**Method of transfer**” – type of transaction (e.g. sale-purchase, donation, inheritance, etc.);
- d) “**Date of acquisition**” – the date on which the declarer or their family members, cohabiting partner acquired the right of ownership, possession or use of the asset in question; “**Asset value**” – the aggregate value of the asset consisting of the actual price paid for the asset and the cost of improving or repairing it if it exceeds the sum of 10 average monthly salaries in the national economy;
- e) “**Market price of the asset**” – the value at which similar assets were sold on the day the assets concerned were purchased;
- f) “**Reason for the difference between asset value and the market price of the asset**” – information, in good faith, to explain cases where there is a difference between the amounts indicated in letters (e) and (f) of this subitem;
- g) “**Asset owner**” – last name and first name of the declarer, of the family member or of their cohabiting partner;
- h) “**Type of owner**” – one of the options is to be selected: (1) resident individual; (2) non-resident individual; (3) resident legal entity; (4) non-resident legal entity. This field is to be filled in only if the holder is someone other than the beneficial owner;
- i) “**Information identifying the holder other than the beneficial owner**” – for individuals

residing in the Republic of Moldova, the personal identification number shall be stated. A non-resident individual, shall state the country of residence and the national identification number (if the identification number is not applicable, state the tax identification number).

A resident legal entity shall state the identification code. A non-resident legal entity, shall state the country or jurisdiction in which the legal entity is registered and the business registration number in that country/jurisdiction.

VIII. Instructions for filling in the “Financial asset both within and outside the country” section

37. At this stage, the declarer shall declare the financial assets owned by the declarer, their family members, cohabiting partner, including as beneficial owners, both within and outside the country, at the date of submission of the declaration, that exceed the value of 15 average monthly salaries in the national economy and that are not deposits in financial institutions. Bank accounts, units in investment funds, equivalent forms of savings and investments, placements, bonds, cheques, bills of exchange, loan certificates, other documents incorporating the personal ownership rights of the declarer and of the members of their family or their cohabiting partner, including as beneficial owners, direct investments in national currency or foreign currency made by the declarer and their family members, cohabiting partner, including as beneficial owners, as well as other financial assets, if the total value of all of them exceeds the value of 15 average monthly salaries in the national economy.

38. The information on financial assets within and/or outside the country shall be entered as follows:

1) The boxes in section A – **“Bank accounts, placements in investment funds and/or other equivalent forms of savings and investments inside and/or outside the country”**, shall be filled in as follows:

a) **“Name of beneficial owner”** – last name and first name of the declarer, of the family member or of their cohabiting partner;

b) **“Name of the institution administering the bank account, investment fund/address”** – full name of the financial institution administering the bank account, the name of the investment fund and/or other equivalent forms of savings and investments, the registered address of the financial institution administering the bank account, the registered address of the investment fund and/or other equivalent forms of savings and investments;

c) **“Number of the bank account/investment fund details/other equivalent forms of savings”** – indicate bank account number, contract number and date, contract type (e.g. life insurance contract);

d) **“Category”** – select one of the options: (1) current account or equivalent (including credit card, specifying its type); (2) bank deposit or equivalent; (3) investment fund or equivalent, including private pension funds or other accumulation plans;

e) **“Amount and currency”** – the amount/account balance in national or foreign currency at the time of submission of the declaration;

f) **“Interest/dividends”** – the amount of interest, dividends, annuity provided for in the contract, without adding the % symbol. If the contract stipulates a variable/floating rate, the declarer shall write in the box the word “variable” or “floating”;

g) **“Asset owner”** – state the last name and first name of the individual or the name of the legal entity that owns the property;

h) **“Type of owner”** – one of the options is to be selected: (1) resident individual; (2) non-resident individual; (3) resident legal entity; (4) non-resident legal entity. This field is to be filled in only if the holder is someone other than the beneficial owner;

i) **“Information identifying the holder other than the beneficial owner”** – for individuals residing in the Republic of Moldova, the personal identification number shall be stated. A non-resident individual, shall state the country of residence and the national identification number (if the

identification number is not applicable, state the tax identification number).

A resident legal entity shall state the identification code. A non-resident legal entity, shall state the country or jurisdiction in which the legal entity is registered and the business registration number in that country/jurisdiction.

2) The boxes in section **B – “Investments, bonds, cheques, bills of exchange, loan certificates, direct investments in national or foreign currency”**, shall be filled in as follows:

a) **“Name of beneficial owner”** – last name and first name of the declarer, of the family member or of their cohabiting partner;

b) **“Issuer of securities/company in which the person is a shareholder, founder or partner/borrower”** – name of the issuer of securities/company in which the declare, their family member or their cohabiting partner is an investor, shareholder, founder or partner;

c) **“Category”** – one of the following shall be selected: (1) securities (e.g. government securities, certificates, bonds); (2) cheques; (3) bills of exchange; (4) loan certificates; (5) other forms of direct investment;

d) **“Number of securities/shares”** – the number of government securities, certificates, shares, bonds, cheques, bills of exchange, loan certificates owned or shareholding;

e) **“Interest”** – the interest as provided for in the contract, without adding the % symbol, or any other form provided for in the contract shall be entered.

f) **“Asset owner”** – state the last name and first name of the individual or the name of the legal entity that owns the property;

g) **“Type of owner”** – one of the options is to be selected: (1) resident individual; (2) non-resident individual; (3) resident legal entity; (4) non-resident legal entity. This field is to be filled in only if the holder is someone other than the beneficial owner;

h) **“Information identifying the holder other than the beneficial owner”** – for individuals residing in the Republic of Moldova, the personal identification number shall be stated. A non-resident individual, shall state the country of residence and the national identification number (if the identification number is not applicable, state the tax identification number).

A resident legal entity shall state the identification code. A non-resident legal entity, shall state the country or jurisdiction in which the legal entity is registered and the business registration number in that country/jurisdiction.

Placements, bonds, cheques, bills of exchange, loan certificates, other documents incorporating personal property rights, direct investments in national or foreign currency made by the declarer and their family members, cohabiting partner, including as beneficial owners, shall be declared only if the total value of all these exceeds the value of 15 average monthly salaries in the national economy.

3) In section **C – “Cash in national currency and/or in foreign currency exceeding the amount of 15 average monthly salaries in the national economy and not deposited with financial institutions or other documents incorporating ownership rights”** shall be entered the amount of cash in national currency or in foreign currency exceeding the amount of 15 average monthly salaries in the national economy on the date of submission of the declaration and not deposited with financial institutions or other documents incorporating ownership rights, on the basis of which the holders hold financial assets with a value exceeding the established limit, namely:

a) **“Name of beneficial owner”** – last name and first name of the declarer, of the family member or of their cohabiting partner;

b) **“Amount”** – the amount in national currency at the time of submission of the declaration;

c) **“Currency”** – the amount in foreign currency at the time of submission of the declaration;

d) **“Asset owner”** – state the last name and first name of the individual or the name of the legal entity that owns the cash/has the ownership right;

e) **“Type of owner”** – one of the options is to be selected: (1) resident individual; (2) non-

resident individual; (3) resident legal entity; (4) non-resident legal entity. This field is to be filled in only if the holder is someone other than the beneficial owner;

f) **“Information identifying the holder other than the beneficial owner”** – for individuals residing in the Republic of Moldova, the personal identification number shall be stated. A non-resident individual, shall state the country of residence and the national identification number (if the identification number is not applicable, state the tax identification number).

A resident legal entity shall state the identification code. A non-resident legal entity, shall state the country or jurisdiction in which the legal entity is registered and the business registration number in that country/jurisdiction.

4) The declarer shall fill in section **D – “Virtual assets, including virtual currency, the value of which exceeds 10 average monthly salaries in the national economy”** with the following information:

- a) **“Name of beneficial owner”** – name of the declarer, of the family member or of their cohabiting partner;
- b) **“Name of asset”** – electronic non-bank financial assets, applications and other virtual products derived from information technologies, including digital currencies, cryptocurrencies, cryptocurrency, which are stored (deposited), hosted electronically and effectively available on secure and registered online platforms in the virtual space of the global internet;
- c) **“Date of acquisition”** – the date/month/year when the transaction/transfer of the funds in exchange for/equivalent to which the virtual asset was assigned/acquired;
- d) **“Quantity”** – the number/quantity of virtual assets according to their classification criteria;
- e) **“Asset purchase value”** – the price of the asset on the day of purchase;
- f) **“Asset owner”** – last name and first name of the individual or the name of the legal entity that owns the asset;
- g) **“Information identifying the holder other than the beneficial owner”** – for individuals residing in the Republic of Moldova, the personal identification number shall be stated. A non-resident individual, shall state the country of residence and the national identification number (if the identification number is not applicable, state the tax identification number). A resident legal entity shall state the identification code. A non-resident legal entity, shall state the country or jurisdiction in which the legal entity is registered and the business registration number in that country/jurisdiction.

Instructions for filling in the “Stock/shares in the share capital of a company” section

39. At this stage, the declarer shall declare the stocks/shares in the share capital of an enterprise, both inside and outside the country, owned by the declarer personally or by their family members, cohabiting partner, including as beneficial owners, at the date of submission of the declaration.

40. The information on stocks/shares in the share capital of a company shall be entered as follows:

- a) **“Name of beneficial owner”** – last name and first name of the declarer, of the family member or of their cohabiting partner;
- b) **“Name of company”** – full name, the state legal entity identifier (LEI) and the type of company in the share capital of which the declarer, their family member or cohabiting partner owns shares;
- c) **“Headquarters, registered address”** – the registered address or the headquarters of the company (if its location differs from the registered address);
- d) **“Type of business”** – type of business that the company engages in, as per its statute;
- e) **“Asset value”** – the actual price paid for stocks/shares;
- f) **“Market price of the asset”** – the value at which stocks/shares were being sold on the day they were bought;

g) **“Difference between asset value and the market price of the asset”** – information, in good faith, to explain cases where there is a difference between the amounts indicated in letters (e) and (f) of this item;

h) **“Shareholding”** – size of shareholding/shares, according to the incorporation decision or the legal act on the basis of which the shareholding was acquired;

i) **“Asset owner”** – state the last name and first name of the individual or the name of the legal entity that is the shareholder;

j) **“Type of owner”** – one of the options is to be selected: (1) resident individual; (2) non-resident individual; (3) resident legal entity; (4) non-resident legal entity. This field is to be filled in only if the holder is someone other than the beneficial owner;

k) **“Information identifying the holder other than the beneficial owner”** – for individuals residing in the Republic of Moldova, the personal identification number shall be stated. A non-resident individual, shall state the country of residence and the national identification number (if the identification number is not applicable, state the tax identification number).

A resident legal entity shall state the identification code. A non-resident legal entity, shall state the country or jurisdiction in which the legal entity is registered and the business registration number in that country/jurisdiction.

X. Instructions for filling in the “Debt” section

41. At this stage, the declarer shall declare personal debts, debts of their family members or of their cohabiting partner in the form of unpaid dues (including taxes), collateral, mortgage, guarantee, issued for the benefit of third parties, loan and/or credit, if the cumulative value of these debts exceeds 10 average monthly salaries in the national economy at the date of submission of the declaration.

42. The information on debts shall be entered as follows:

a) **“Lender”** – full name of the legal entity or the first and last name of the individual that the declarer, their family member or cohabiting partner owes;

b) **“Year of incurrence”** – year in which the debt was incurred;

c) **“Maturity”** – the date on which the debt is to be extinguished by or, where applicable, without a deadline;

d) **“Interest rate”** – the interest rate set according to the legal or regulatory act, expressed as a percentage, without the addition of the % symbol, and where this has not been agreed – “0”;

e) **“Initial amount”** – the amount of the debt according to the legal act;

f) **“Currency”** – the amount in national or foreign currency;

g) **“Debtor”** – last and first name of the declarer, of the family member or of their cohabiting partner that incurred the debt.

XI. Instructions for filling in the section “Services purchased during the reporting period, both within and outside the country, the aggregate value of which – over the course of a year – exceeds 10 average monthly salaries in the national economy”

43. This section shall be filled in with information on the service/services (of the same type) purchased during the reporting period by the declarer and their family members, cohabiting partner, inside and outside the country, **the aggregate value of which – during one year – exceeds 10 average monthly salaries in the national economy**, as follows:

a) **“Service description”** – any type of expenses, healthcare services (dental, plastic surgery, general surgery, etc.), tourist services, plane tickets, recreational services, housing/utility/non-utility services (within the meaning of Government Decision No 191/2002 approving the Regulation on the provision of and payment for utility and non-utility housing services to the housing fund, metering of apartments and conditions of their disconnection from/reconnection to the heating and water supply

systems), improvement or renovation and repairs of immovable and movable property, pre-school/school/college/university/postgraduate tuition, rent of movable and immovable property, transport services, provided that the payments were made for the same service or for the same type of service;

- b) **“Name of service provider”** – first and last name of the service provider if the service was provided by an individual, and in the case of a legal entity – name of the legal entity;
- c) **“Service value”** – the actual price paid for the service;
 - d) **“Market price of the service”** – the value at which similar services were provided for on the day the services concerned were paid for;
 - e) **“Reason for the difference between service value and the market price of the service”** – information, in good faith, to explain cases where there is a difference between the amounts indicated in letters (c) and (d) of this item;
 - f) **“Date of payment for the service”** – the date/month/year when the transaction/transfer of the funds in exchange for/equivalent to which the service that was provided;
 - g) **“Name of beneficial owner”** – last name and first name of the declarer, of the family member or of their cohabiting partner.

XII. Instructions for filling in the “Personal interests” section

44. At this stage, the declarer shall declare their personal interests both inside and outside the country, at the time of submission of the declaration.

45. The information on personal interests shall be entered as follows:

1) In section **A – “The capacity of associate, shareholder or member of a business entity, member of the managerial, administrative, audit or supervisory bodies of non-commercial organization or commercial companies or member of non-commercial or international organizations”**, the declarer and their family members, cohabiting partner shall declare the positions they have, and the following information shall be entered in the boxes of this section:

a) **“Name and address of organization/company”** – full name and the state legal entity identifier (LEI) of the business entity, the non-commercial organization, commercial company or international organization where the declarer is an associate, founder, shareholder or member, the registered address of the business entity, the non-commercial organization, commercial company or international organization where the declarer is an associate, founder, shareholder or member.

b) **“Capacity”** – the word “associate”, “shareholder”, “founder” or “member” shall be entered, as per the legal or administrative act under which the declarer acquired such position. If the declarer was appointed/chosen as a member or representative in the managerial or executive bodies of the non-commercial organization or commercial company, the type/status of this body (e.g. member of the permanent bureau, member of the board of directors, member of the audit or control committee, etc.) shall be specified after the word “member”;

c) **“Document certifying the declared capacity”** – name, number and date of issuance of the legal or administrative act whereby the declarer acquired the declared capacity (e.g. decision, certificate, order, minutes, etc.).

2) In section **B – “Executed or current contracts entered into by the declarer, their spouse or cohabiting partner, including legal entities where they are beneficial owners, funded from the state budget, the local budget and/or from external funds, or entered into with state-owned enterprises”** only the contracts that meet all of the requirements below shall be declared:

a) that provide for full or partial financing from appropriations granted from the state budget, the local budget, external funds or the budget of the company where the state has a majority or minority shareholding;

b) that was entered into and/or executed during the reporting period or is underway at the

time of submission of the declaration;

c) that was entered into for the personal benefit of the declarer, their spouse or cohabiting partner.

The boxes in section B shall be filled in as follows:

a) **“Beneficiary of the contract”** – one of these options shall be selected: declarer, spouse, cohabiting partner declarer, the legal entities where they are beneficial owners;

b) **“Institution/Organization”** – the full name and the state legal entity identifier (LEI) of the organization or company that, according to the contract, is a partner and orders the appropriation of funds from the state budget, the local budget, external funds or the budget of the state-owned enterprise;

c) **“Type of contract”** – one of these options shall be selected: (1) contracts financed from the state budget, (2) contracts financed from the local budget, (3) contracts financed from external funds, (4) contracts concluded with companies with state-owned enterprises;

d) **“Date of contract”** – the date the contract was signed on. If the terms of the contract expressly provide that the effective date is different from the date of signature or if an additional contract has been signed amending certain particular, special or general terms, the date of signature of the contract shall be indicated;

e) **“Agreement period”** – enter the information from the contract concerning its period of effectiveness. If the terms of the contract condition its termination/continuation (according to the timetable/deed of delivery and receipt, automatic extension in the absence of notification, etc.) or if an additional contract has been signed, changing its period of effectiveness, the declarer shall enter the end date of the contract as set out in the respective documents;

f) **“Total contract value”** – the amount stated in the contract, denominated in national or foreign currency.

XIII. The signing and submission of the declaration of assets and personal interests

46. At this stage, the declarant shall check again that the information entered in the declaration is accurate and complete, by clicking on **“Preview document”** and then on **“Save”**. The preview of the declaration will be produced in “.pdf” format, and it will look exactly like the declaration that will be displayed on the “Declaration Portal” on the official website www.ani.md (except for personal data that will be protected).

47. To help the declarer fill in the declaration accurately, including by viewing it in full at any stage of the process, the system also gives the possibility to print it out.

48. At the next step, the declarer shall click on **“Sign the declaration here”**, which will entail the application of the electronic signature. The electronic signature is applied after the declarer fill the declaration in.

49. Clicking **“Sign the declaration here”** prompts the line **“Confirm submission of the declaration”**.

50. To sign the **“Declaration”**, the declarer shall tick the option **“This declaration is a public document and I shall answer according to the law for the inaccuracy or incompleteness of the declared data”** and shall click on **“Submit declaration”**, which will direct the declarer to the signature page.

XIV. Submission of the paper-based declaration of assets and personal interests

51. The declarations of assets and personal interests may be submitted in writing, on paper, only if the Law No 133/2016 on the Declaration of Assets and Personal Interests has expressly provided

for such an exception for the respective category of declarers.

52. The declarations of assets and personal interests shall be submitted in writing, on paper, according to the model provided in Annex 1 to the Law No 133/2016.

53. In filling in the declaration of assets and personal interests in writing, on paper, the declarers shall follow the provisions of this Regulation.

54. If the declarer realizes that they entered incomplete or incorrect data in the declaration, they may submit the corrected declaration within 30 days after the deadline for submitting the declaration has passed.

55. If the person responsible for collecting declarations recommends the declarer to correct the declaration, the latter may submit a corrected declaration within 10 working days from the date such request for correction was made, in accordance with Article 7¹ of the Law No 133/2016.