

SECRET

THE PRESIDENCY

CODE OF CONDUCT BUREAU



FORM CCB 1

**ASSETS AND LIABILITIES DECLARATION FORM FOR
PUBLIC OFFICERS**

Mandate of the Code of Conduct Bureau

The Code of Conduct Bureau (CCB), established under the 1999 Constitution of Nigeria (as amended), ensures integrity among public officers. It enforces 14 codes in the 5th Schedule, Part I, including mandatory asset declarations, verifies submissions, investigates breaches, and refers violations to the Code of Conduct Tribunal. The CCB promotes ethical standards, prevents corruption, and upholds constitutional provisions to build public trust, per the 5th Schedule and the Code of Conduct Bureau and Tribunal Act.

Instructions for Completing CCB Form 1:

The **Code of Conduct Bureau (CCB)** requires public officers to declare their assets, liabilities, income, and interests using Form CCB 1 to ensure transparency and compliance with the Code of Conduct Bureau and Tribunal Act. Follow these instructions to complete the form accurately.

General Guidelines

- **Read Carefully:** Review the entire form and its explanatory notes before starting.
- **Use Capital Letters:** Write all responses in BLOCK LETTERS for clarity.
- **Be Accurate and Complete:** Provide truthful and complete information. Incomplete or false declarations may lead to rejection or legal consequences, including vacation of office, disqualification from public office, or asset forfeiture.
- **Attach Supporting Documents:** Gather all required documents listed in the checklist (e.g., ID, bank statements, title deeds) before submission.
- **Use Additional Sheets if Needed:** If space is insufficient, attach clearly labeled sheets (e.g., "Section 2.1 – Real Estate, Page 5").
- **Submit in Person:** Deliver the completed form and documents to the nearest CCB office.
- **Declaration Types and Deadlines:**
 - **Initial Declaration:** Within 30 days of assuming office.
 - **Periodic Declaration:** Every 4 years during tenure.
 - **Exit Declaration:** Within 30 days of leaving office.
 - **Special Declaration:** As requested by the CCB.
 - **Pre-Function Declaration:** For certain officers, before performing duties

Supporting Documents Checklist:

- ☐ Government-issued ID (e.g., National ID, Passport)
- ☐ Appointment letter or contract, letter of promotion, certificate of return
- ☐ Title deeds, certificates of occupancy, or contracts (for real estate, farms)
- ☐ Bank statements (for bank accounts)
- ☐ Share certificates or broker statements (for stocks and shares)
- ☐ Company financial statements (for companies with ≥5% ownership or directorship)
- ☐ Loan agreements or creditor statements (for liabilities)
- ☐ Payslips, rental agreements, or sales records (for income)
- ☐ Other (specify): _____

**All enquiries regarding assets and liabilities declaration should be directed to the Chairman
CCB, Headquarters at:**

**CODE OF CONDUCT BUREAU 5TH FLOOR FEDERAL SECRETARIAT COMPLEX ANNEX III SHEHU
SHAGARI WAY MAITAMA, ABUJA.**

e-mail: chairmanccb@ccb.gov.ng

Tel: +234 (0) 708 374 2283

Section 1: Personal Information

Explanatory Note: Provide accurate personal and professional details to establish the context of the declaration. Ensure all fields are completed, as incomplete forms may be rejected.

	Details
Surname	
Other Names	
Sex	☐ Male ☐ Female
Marital Status	
Date of Birth	
Place of Birth	
Home Town	
Local Government Area	
State of Origin	
National Identification Number (NIN)	
Permanent Home Address	
Residential Address	
Office Address	
Telephone Number (s)	
Email Address(es)	
Position/Title	
Grade Level/Step	
MDA/Organisation	
Last Appointment/Rank with Period	
Declaration Period	
Date of Declaration	

Declaration Type:

- ☐ Initial Declaration (within 30 days of assuming office), ☐ Periodic Declaration (every 4 years)
☐ Exit Declaration (within 30 days of leaving office) ☐ Special Declaration (upon CCB request)
☐ For certain public officers, before performing the function of their office

Supporting Documents: Attach a copy of a government-issued ID, appointment letter, Certificate of return.

1.1 Family Details

Explanatory Note: List the full names of your spouse (if not a public servant) and children under 18 years as of the declaration date. All information will be handled confidentially.

Full Name	Relationship	Date of Birth

Section 2: Assets

Explanatory Note: Declare all assets owned, directly or indirectly, by the declarant, their spouse, or children under 18 years as at the declaration date. Complete a separate table for each asset. Add additional tables as needed. Original Cost is the purchase cost at acquisition, including associated costs (e.g., taxes, fees).

2.1 Real Estate

Explanatory Note: Declare all land, buildings, and properties under construction. Include property type (e.g., residential, commercial), address, and ownership documents in the

description box. For properties under construction, report total costs incurred and percentage of completion. Attach title deeds, certificates of occupancy, or contracts.

Real Estate Asset 1

	Details
Description	
Location/Address	
Ownership	
Proof of Ownership	
Date Acquired	
Original Cost (Currency)	
Source of Funds	
Acquired From	

Supporting Documents: Attach title deeds, certificates of occupancy, contracts, receipts for construction costs, and appraisals.

2.2 Bank Accounts

Explanatory Note: List all bank accounts (e.g., savings, current, fixed deposit, domiciliary) in Nigeria or abroad. In the description box, specify the bank name, account type, account number. Report balance as at the declaration date.

Bank Account Asset 1

	Details
Description	
Location/Address	
Ownership	
Proof of Ownership	

As At Date	
Amount (Currency)	
Source of Funds	

Supporting Documents: Attach 2 week's bank statements to the date of declaration.

2.3 Financial Assets

Explanatory Note: Declare government bonds, treasury bills, etc. Specify type and issuer in the description box.

Financial Asset 1

	Details
Description	
Location/Address	
Ownership	
Proof of Ownership	
Date Acquired	
Original Cost (Currency)	
Source of Funds	
Acquired From	

Supporting Documents: Attach statements or certificates.

2.4 Vehicles and other Means of Transportations

Explanatory Note: Declare vehicles (e.g., cars, trucks, SUVs, Boats, motorcycles). Include make, model and year in the description box.

Vehicle Asset 1

	Details
Description	

Location/Address	
Ownership	
Proof of Ownership	
Date Acquired	
Original Cost (Currency)	
Source of Funds	
Acquired From	

Supporting Documents: Attach registration documents, receipts, proof of ownership

2.5 Farms and Similar Assets

Explanatory Note: Declare farms, orchards, plantations, fish farms, etc. Specify type and size in the description box.

Farms and Similar Asset 1

	Details
Description	
Location/Address	
Ownership	
Proof of Ownership	
Date Acquired	
Original Cost (Currency)	
Source of Funds	
Acquired From	

Supporting Documents: Attach land titles, certificates of occupancy, and contracts.

2.6 Stocks and Shares

Explanatory Note: Declare shares/stocks in companies. Specify company and quantity in the description box. For companies where the declarant, spouse, or children hold $\geq 5\%$ shares or a directorship, attach the company's most recent financial statements.

Stocks and Shares Asset 1

	Details
Description	
Location/Address	
Ownership	
Proof of Ownership	
Date Acquired	
Original Cost (Currency)	
Source of Funds	
Acquired From	

Supporting Documents: Attach share certificates, broker statements, and company financial statements (if applicable).

2.7 Cryptocurrencies and Digital Assets

Explanatory Note: Declare cryptocurrencies (e.g., Bitcoin) and digital assets (e.g., NFTs). Specify type and quantity in the description box.

Cryptocurrencies and Digital Asset 1

	Details
Description	
Location/Address	
Ownership	
Proof of Ownership	

Date Acquired	
Original Cost (Currency)	
Source of Funds	
Acquired From	

Supporting Documents: Attach wallet statements, transaction IDs, and NFT certificates.

2.8 Other Assets

Explanatory Note: Declare other tangible/intangible assets (e.g., furniture, jewelry, insurance, pension, artwork, cash at hand, collectable).

Other Asset 1

	Details
Description	
Location/Address	
Date Acquired	
Ownership	
Proof of Ownership	
Original Cost (Currency)	
Source of Funds	
Acquired From	

Supporting Documents: Attach receipts, insurance policies, pension statements, appraisal certificates, or registrations.

Section 3: Liabilities

Explanatory Note: Declare all debts and financial obligations (e.g., loans, mortgages, credit) of the declarant, their spouse(s), and children under 18 years as at the declaration date. Complete a separate table for each liability.

Liability 1

	Details
Original Amount (Currency)	
Present Balance (Currency)	
Date of Liability	
Purpose	
Creditor	
Collateral, if any	
Supporting Documents	
Ownership	

Supporting Documents: Attach loan agreements, repayment schedules, promissory notes, creditor statements, and collateral documents (e.g., title deeds, land titles).

Section 4: Income Details

Explanatory Note: List all sources of income for the declarant, spouse, and children under 18 years during the declaration period. Specify source and nature in the description box.

Source of Income	Description	Amount (Currency)	Ownership
Salary/Wages			
Business/Investments			
Rental Income			
Gifts/Donations			

Other (Specify)			
-----------------	--	--	--

Supporting Documents: Attach payslips, bank statements, rental agreements, or sales records (e.g., for agricultural income).

Section 5: Interests and Affiliations

Explanatory Note: Declare business interests, directorships, or affiliations that may pose a conflict of interest. For companies with ≥5% ownership or directorship, attach financial statements.

Entity Name	Nature of Interest	Percentage Interest	Role or Position	Ownership	Date Established

Supporting Documents: Attach share certificates, CAC records, appointment letters, and company financial statements (if applicable).

Section 6: Declaration and Certification

Explanatory Note: This section is to be completed by the declarant to certify the accuracy of the information provided in the declaration form. False or misleading information is an offense under the Code of Conduct Bureau and Tribunal Act, punishable by vacation of office, disqualification from holding public office and seizure and forfeiture of assets

Certification Details

	Details
Full Name of Declarant	
Signature of Declarant	
Date	
Declared At (Registry)	

Certification Authority

	Details
Before Me (High Court Judge)	
Signature	
Date	

Whistleblower Note: If you encounter pressure or suspicious activities related to this declaration, report anonymously to whistleblower@ccb.gov.ng; or call +2347083742283

Section 7: For Official Use

Explanatory Note: For CCB use to record processing status and receipt details.

Action Taken

☐ A. Acknowledgement. ☐ B. Filed ☐ C. Sent for verification. ☐ D. Verified.

Receipt Details

	Details
Date of Receipt of Form	
Date of Acknowledgement	

Receiving Officer

	Details
Full Name	
Signature	
Date	

Section 8: Acknowledgement Slip

Explanatory Note: This section is to be completed by the declarant to confirm receipt of the form by the CCB and to record the issuance details.

Declaration Details

Field	Details
CCB Registration Number	
Received From	
Ministry/Department/Agency	
Number of Copies Issued	

Issuing Authority

	Details
Name	
Signature	
Date	