

“User manual for *Online* Asset Declaration”.

The user manual online declaration is for;

1. Declarant
2. Asset Declaration Administrator

Declarant

Step 1: Log on to www.anti-corruption.org.bt and click on “**online AD system**” on the left side of screen.

Step 2: When you click on “**online AD system**” you will see two options;

- ✓ New declarant
- ✓ Registered declarant

If you are declaring online for first time, click on “**new declarant**”.

Step 3: Clicking on the new declarant, the “**user registration form**” will appear, fill the user registration form and submit it to get your password and user name. (Your Asset Declaration Administrator will verify your registration form and send you password and user name).

Step 4: After submitting, check your mail via E-mail ID used for registration to get system generated password and username sent by your Asset Declaration Administrator.

Step 5: Upon receipt of the password, go to home page of online AD system and click on “**registered declarant**” and login with the password and username issued by your Asset Declaration Administrator.

Step 6: **Change the password** with instructions therein and save it. Changed password will be the permanent password for declarants to access online declaration.

Step 7: Click on the “**enter personal details**” and enter as per the requirement.

Step 8: Click on the “**enter details of spouse(s), children and dependents**” to add your family details. As you click on add your family details a box appears showing **relationship type**. Click on “**relationship type**” and “**select**” to indicate your relationship like spouse(s), children and dependents and click on “**done**” when it is finished. Click on “**continue**” to proceed further and click on “**save**” after every entry to save your entries for your future reference.

Step 9: Click on the “**create declaration**” and start declaring.

Step 10: Click on one of the three options (assumption, vacation and annual) to state your reason for declaration. Click on the **“jump to”** go any part of the declaration and click on **“previous”** to go to earlier part of declaration.

Step 11: Click on **“add declarants details”** to add your details. When you click on add declarants details your details will be automatically reflected and click on **“next”** to continue.

Step 12: Click on **“edit declarant details”** to edit any of your details.

Step 13: Under the Part II declarant/spouse(s)/children/dependents details click on the **“import”** to retrieve the details of spouse(s)/children/dependents that you have entered earlier. Click on **“add”** to enter the details of spouse(s) /children/dependents if you have not entered earlier or you need to add more family members.

Step 14: Click on **“add property”** to declare your properties. As you click on add property, a Box showing **“property details”** will appear then declare as per the instruction therein. The **“red asterisk marks”** are mandatory fields. If the costs are not applicable please write **“zero”** to proceed further.

Step 15: Click on **“add stocks”** to declare stocks and shares owned.

Step 16: Click on **“add machinery”** to declare vehicles and machines owned.

Step 17: Click on **“add deposit”** to declare your Interest Bearing Deposits (Saving, Recurring, Fixed deposits).

Step 18: Click on **“add assets”** to add Convertible assets as per the worth given in instructions.

Step 19: Click on **“add activity”** to add commercial activities and intellectual properties like (shops, trading and manufacturing companies, enterprises, publishing companies, music videos, films, rice huller and flour miller etc)

Step 20: Click on **“add income”** to add incomes in **VALUES** from different sources mentioned for 1 year.

Step 21: Click on **“add liability”** to add loans and debts owed.

Step 22: Click on **“add expenditure”** to add children’s educational expenses

Step 23: Click on **“preview”** to view your declaration to edit before submitting (once you submit, you cannot edit your declaration).

Step 24: Click on the “**submit**” to send your declaration after proper verification by typing your full name.

Step 25: Click on “**profile**” on left side of the screen (home page of online AD system) to view your personal details.

Step 26: Click on “**manage declaration**” on left side of the screen (home page of online AD system) to view your past or present declaration.

Asset Declaration Administrator

Step 1: Go to home page of Online AD system and login with password and user name issued by ACC.

Step 2: Click on “**manage registration**” under declarants on the left side of the screen.

Step 3: List of declarants registered for password will appear. Click on declarant’s name to verify it. When you verify, first click on “**verify**” then “**save**” then “**registering**” if you want to issue the password. Click on “**reject**” if you want to reject the registration but specify the reason for rejecting in the box.

Step 4: Click on “**manage declaration**” under the declaration on left side of the screen. List of declarations submitted by declarants will appear.

Step 5: Click on relevant options: preview/ verify. “**Verify**” to verify or “**Preview**” to preview. While verifying the page will proceed like when you declare. (Note: while verifying, on authorization by the declarants you can edit their declaration but never manipulate).

Step 6: When you finish verifying, click on preview to preview the edited declaration. Click on “**accept**” to accept the declaration. Click on “**return**” to return the declaration with reason specified for rejecting.

Step 7: To check the accepted declarants click on “**declarants list**” under the report on the left side of the screen.

Step 8: To generate the reports, click on “**report**” and select on the option as per your need. To see over all list of declarants click on “**declarant list**”, click on “**generic report**” to see individual’s total asset, income, liability, expenditure and disproportionate asset and click on “**submission list**” to see declaration status of the year.

Note: In case of punching the hardcopy of AD form, click on “**create declaration**” and start entering like when you declare.