



**OFFICE OF THE PUBLIC AUDITOR
COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS**



**STATEMENT OF FINANCIAL INTEREST
FOR CALENDAR YEAR _____**

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|--|--|--------------------------|-----------------------------|---|
| Report Type: <input type="checkbox"/> Initial Filer <input type="checkbox"/> Annual <input type="checkbox"/> Amendment | | | | |
| Full Name (Last Name, First Name, Middle Name): | | Date of Birth: | Social Security No.: | Telephone Number Work : _____ Home : _____ |
| Mailing (P.O. Box) Address: | | Email Address: | | |
| Filing for CNMI Government Position(s): | | Department/Agency | | |
| 1. _____ | | _____ | | |
| 2. _____ | | _____ | | |
| 3. _____ | | _____ | | |

| PRELIMINARY INFORMATION – ANSWER EACH OF THE QUESTIONS BELOW. PUT AN "X" IN THE CHECK BOX BESIDE YOUR ANSWER. | |
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| 1. | <p>Were you an officer, director, associate, partner, proprietor, or employee, or did you serve in an advisory capacity in any professional, business, or other organization other than the Commonwealth Government from which you derived any income in excess of \$2,500 during the preceding calendar year?</p> <p><i>*If you earned a salary or any form of payment in excess of \$2,500 while working for yourself or any entity - other than the Commonwealth Government - during the past year, you must answer "Yes" to this question.</i></p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO If Yes, Complete and Attach Schedule A. Source: 1 CMC § 8512(a)</p> |
| 2. | <p>Did you render any professional, business, or other services to persons or entities conducting business with the Commonwealth Government from which you received compensation in excess of \$5,000 during the preceding calendar year?</p> <p><i>*If you earned a salary or any form of payment in excess of \$5,000 during the past year while working for any person or entity that conducts business with the Commonwealth Government, you must answer "Yes" to this question.</i></p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO If Yes, Complete and Attach Schedule B. Source: 1 CMC § 8512(b)</p> |
| 3. | <p>Did you have a <u>financial interest</u> in any person or entity who applied to the Commonwealth Government for any license, franchise, or permit for the annexation, zoning, or rezoning of real estate during the preceding calendar year?</p> <p><i>*If you own more than a 10% interest or an interest worth more than \$5,000 in any entity that applied for any license, franchise, or permit from the Commonwealth Government during the past year, you must answer "Yes" to this question. Qualifying ownership by a spouse must also be disclosed <u>unless</u> such ownership is related to the spouse's employment.</i></p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO If Yes, Complete and Attach Schedule C. Source: 1 CMC § 8512(h)</p> |
| 4. | <p>Did you realize a capital gain of \$5,000 or more in the preceding calendar year for the sale of any capital asset other than your principal place of residence?</p> <p><i>*If you realized any capital gain (profit) in excess of \$5,000 from the sale of any capital asset (except for the sale of your principal residence) during the past year, you must answer "Yes" to this question. This includes capital gains from assets acquired or sold outside the Commonwealth.</i></p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO If Yes, Complete and Attach Schedule D. Source: 1 CMC § 8512(c)</p> |
| 5. | <p>Were you employed by any unit of government <u>other than</u> the Commonwealth Government during the preceding calendar year?</p> <p><i>*If you were employed by a federal, municipal, or any government entity <i>other than the Commonwealth Government</i> during the past year, you must answer "Yes" to this question.</i></p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO If Yes, Complete and Attach Schedule E. Source: 1 CMC § 8512(d)</p> |
| 6. | <p>Did you receive one or more gifts or honoraria, except gifts from relatives, having an aggregate value of more than \$500 during the preceding calendar year?</p> <p><i>*If you received a single gift or multiple gifts whose total value exceeds \$500, except gifts from family members, during the past year, you must answer "Yes" to this question.</i></p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO If Yes, Complete and Attach Schedule F. Source: 1 CMC § 8512(e)</p> |

SCHEDULE A - Positions Held Outside of the Commonwealth Government

Report the name, address, and type of any professional, business, or other organization (other than the Commonwealth Government) in which the reporting individual was an officer, director, associate, partner, proprietor, or employee or served in an advisory capacity, and from which any income in excess of \$2,500 was derived during the preceding calendar year (1 CMC § 8512(a)). *Attach additional sheets if more space is needed.*

| PROFESSION/BUSINESS/ORGANIZATION | | | POSITION |
|----------------------------------|------------------------------|----------------------|---------------------|
| NAME | MAILING ADDRESS | TYPE (Main Business) | |
| Example: ABC Realty & Const. | P.O. Box 123 Saipan MP 96950 | Real Estate | President and Owner |
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SCHEDULE B - Services Rendered to Persons Other than the Commonwealth Government

Report the nature of any professional, business, or other services rendered by the reporting individual and the name and nature of the person or entity (other than the Commonwealth Government) to whom or to which such services were rendered if, during the preceding calendar year; (1) compensation in excess of \$5,000 was received for professional services by the reporting individual and (2) the person or entity was doing business with the Commonwealth (1 CMC § 8512(b)). *Attach additional sheets if more space is needed.*

| NAME OF PROFESSIONAL OR OTHER SERVICES RENDERED OR BUSINESS | NAME OF PERSON (CLIENT) TO WHOM SERVICES WERE RENDERED | NATURE OF PERSON (CLIENT) |
|---|--|---------------------------|
| Example: Legal Services | XYZ Corporation | Construction Company |
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SCHEDULE C - Government Permits/Licenses

Report the name of, and the nature of the action requested by, any person or entity who has applied to the Commonwealth Government for any license, franchise, or any permit for annexation, zoning, or rezoning of real estate during the preceding calendar year if the reporting individual had a financial interest in such person or entity (1 CMC § 8512(h)). *Attach additional sheets if more space is needed.*

| NAME OF PERSON (COMPANY) | COMMONWEALTH AGENCY INVOLVED | NATURE OF COMMONWEALTH ACTION REQUESTED | FINANCIAL INTEREST IN PERSON (COMPANY) |
|--------------------------------|------------------------------|---|--|
| Example: XYZ Rock Quarry, Ltd. | Division of Public Lands | License for quarry operations. | Co-Owner (25%) |
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|--------------------------------------|--|-------------|
| Name of Reporting Individual: | Signature of Reporting Individual | Date |
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SCHEDULE D - Capital Gains

Report the identity of any capital asset, including the address or legal description of real estate, from which the reporting individual realized a capital gain of \$5,000 or more in the preceding calendar year, other than the sale of the reporting individual's principal place of residence (1 CMC § 8512(c)). *Attach additional sheets if more space is needed.*

| IDENTITY OF CAPITAL ASSET (REAL ESTATE) | ADDRESS OR LEGAL DESCRIPTION OF REAL ESTATE | CAPITAL GAIN |
|---|---|--------------|
| Example: ABC Commercial Center Building | P.O. Box 123, Susupe, Saipan, MP 96950/Lot 123, Block 123 | \$100,000 |
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SCHEDULE E - Employment with Government Units Other than the Commonwealth

Report the name of any unit of government, other than the Commonwealth Government, which employed the reporting individual during the preceding calendar year (1 CMC § 8512(d)). *Attach additional sheets if more space is needed.*

| UNIT OF GOVERNMENT OTHER THAN THE CNMI | INCLUSIVE DATES OF EMPLOYMENT | POSITION HELD |
|---|-------------------------------|-------------------------|
| Example: United States Department of Agriculture (USDA) | 6/24/99 to 11/23/00 | Chief of Administration |
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SCHEDULE F - Gifts

Report the name of any person from whom the reporting individual received, during the preceding calendar year, one or more gifts or honoraria having an aggregate value of more than \$500, but not including gifts from relatives (1 CMC § 8512(e)). *Attach additional sheets if more space is needed.*

| NAME OR SOURCE OF GIFT | BRIEF DESCRIPTION | VALUE |
|--|--|-----------|
| Example: Mr. and Mrs. John Doe of Capitol Hill, Saipan | Silverware (dinner set for four persons) | \$600,000 |
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SCHEDULE I - Debts

Report the name and instrument of debt of all debts in excess of \$5,000 owed by the reporting individual, as well as the name and instrument of all debts in excess of \$5,000 owed to the reporting individual, but only if the creditor or debtor, respectively, or any guarantor of the debt, has done work for or business with the Commonwealth Government in the preceding calendar year. Debt instruments issued by financial institutions whose normal business includes the making of loans of the kind received by the reporting individual and which are made at the prevailing rate of interest and other terms and conditions standard for such loans at the time the debt was contracted, need not be disclosed; except that debt instruments issued by the Commonwealth Economic Development Authority (formerly known as Commonwealth Development Authority) must be disclosed. Debt instruments issued by publicly held corporations and purchased by the reporting individual on the open market at the price available to the public need not be disclosed (1 CMC § 8512(j)). *Attach additional sheets if more space is needed.*

| CREDITOR/DEBTOR | DESCRIPTION OF DEBT INSTRUMENT | AMOUNT OF DEBT |
|---|---|----------------|
| A. DEBTS OWED BY REPORTING INDIVIDUAL (LIABILITIES) | | |
| Example: ABC Construction | Balance Owed on Construction of Residential House | \$20,000 |
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| B. DEBTS OWED TO REPORTING INDIVIDUAL (ACCOUNTS RECEIVABLES) | | |
| Example: Mr. John Doe | Personal Loan | \$10,000 |
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SCHEDULE J - Transactions with the Commonwealth Government

Report the name of any person or entity doing business with the Commonwealth Government in relation to which person or entity the reporting individual had a financial interest during the preceding calendar year and the title or description of any position held by the reporting individual in such person or entity (1 CMC § 8512(i)). *Attach additional sheets if more space is needed.*

| NAME OF ENTITY (COMPANY) | DESCRIPTION OF BUSINESS WITH COMMONWEALTH GOVERNMENT | POSITION HELD BY REPORTING INDIVIDUAL WITH ENTITY (COMPANY) | FINANCIAL INTEREST OF REPORTING INDIVIDUAL WITH ENTITY (COMPANY) |
|----------------------------|--|---|--|
| Example: XYZ Office Supply | Supplier of office supplies and equipment | Vice President/General Manager | Stockholder (25%) |
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SCHEDULE K - Compensation for Professional Services Rendered or as Independent Contractor

Report the name of all professional services rendered to the Commonwealth Government for which you were an independent contractor during the preceding calendar year (1 CMC § 8511(a)(3)). *Attach additional sheets if more space is needed.*

| NAME OF COMMONWEALTH GOVERNMENT BRANCH, DEPARTMENT, AGENCY, AUTONOMOUS AGENCY, OR PUBLIC CORPORATION | BRIEF DESCRIPTION OF CONTRACT OR SERVICES RENDERED | COMPENSATION RECEIVED |
|--|--|-----------------------|
| Example: Department of Public Works | Consultant for Kagman Waterline Project | \$50,000 |
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INSTRUCTIONS FOR FILING STATEMENT OF FINANCIAL INTEREST

WHO MUST FILE AND WHEN: All "reporting individuals" as defined under 1 CMC § 8511(a) must file the Statement of Financial Interest **on or before May 1** of each year. Reporting individuals include (1) each elected Commonwealth official, (2) each appointed Commonwealth official and judicial officer, and (3) each Commonwealth public employee who receives additional compensation, either for professional services rendered to, or as an independent contractor for, the Commonwealth Government. **The Statement shall also be filed by the following:** (1) an elected Commonwealth official at the time of taking his or her oath of office; (2) a person whose appointment to office is subject to confirmation by the Legislature at the time when his or her name is submitted to the Legislature for consideration; and (3) any other person at the time he or she becomes a reporting individual.

Any person who is required to file may obtain one 30-day extension of time for filing by filing with the Public Auditor, not less than 10 days before the date on which the Statement is due, a declaration of his or her intention to defer the filing of the Statement. A declaration for extension must be accompanied by a \$50 fee payable to the Commonwealth Government.

No appointed Commonwealth official or public employee shall be allowed to take the oath of office or enter or continue his or her duties, nor shall he or she receive compensation from the Commonwealth, unless he or she has filed the Statement of Financial Interest with the Public Auditor.

WHERE TO OBTAIN ASSISTANCE: Office of the Public Auditor, 1220 Route 312, Capitol Hill, Saipan, MP 96950. Telephone (670) 322-6481/2.

BEFORE FILING: Have you **CHECKED EACH OF THE APPROPRIATE BOXES ON THE STATEMENT**, and completed the appropriate **SCHEDULE** for each **"YES"** answer? (Please type or print neatly; attach additional sheets if necessary, indicating the Schedule being continued. Your name should appear at the top of each page. Have you **VERIFIED AND DATED** the **STATEMENT**?

FILE TWO SETS (1 ORIGINAL AND 1 COPY) OF YOUR COMPLETED AND VERIFIED STATEMENT WITH ALL SCHEDULES TO:

**Office of the Public Auditor
Building 1220 Route 312, Capitol Hill
P.O. Box 501399
Saipan, MP 96950**

Penalties for failure to comply with financial disclosure requirements are set forth in 1 CMC §§ 8517 through 8522 and 1 CMC §§ 8571 through 8576.

DEFINITIONS OF TERMS:

- (a) **"Administrative Action"** means a decision on, or proposal, consideration, enactment, or making of any rule, regulation, or other official non-ministerial action or non-action by any executive department, or by any public official or public employee of an executive department, or any matter which is within the official jurisdiction of the executive branch.
- (b) **"Commonwealth Government"** means any administrative unit, board, commission, committee, department, division, executive branch, independent agency, judiciary,

legislature, political subdivision, public corporation, or public school system of the Commonwealth.

(c) **"Compensation"** means money, thing of value, or other pecuniary benefit received or to be received in return for, or as reimbursement for, services rendered or to be rendered.

(d) **"Doing Business"** means any one or any combination of sales, purchases, leases, or contracts to, from, or with the Commonwealth or any Commonwealth agency in an amount in excess of \$5,000 in any twelve consecutive months.

(e) **"Expenditure"** means a payment, distribution, loan advance, deposit, or gift of money or anything of value.

(f) **"Financial Interest"** means:

- any interest as a result of which the owner currently receives or is entitled to receive in the future more than \$5,000 per year;
- any interest with a cost or present value of \$5,000 or more; or
- any interest representing more than 10% of a corporation, partnership, sole proprietorship, firm, enterprise, franchise, organization, holding company, joint stock company, receivership, trust, or any legal entity organization for profit; provided, however, financial interest shall not include:

(1) any interest of the spouse of an official or employee which interest is related to the spouse's independent occupation, profession, or employment;

(2) any ownership through purchase at fair market value or inheritance of less than 1% of the shares of a corporation, or any corporate subsidiary, parent, or affiliate thereof, regardless of the value of or dividends on such shares, if such shares are registered on a securities exchange pursuant to the Securities Exchange Act of 1934, as amended;

(3) the authorized compensation paid to a public official or public employee for his office or employment;

(4) any economic benefit provided equally to all residents of the Commonwealth;

(5) a time or demand deposit in a financial institution;

(6) an endowment or insurance policy or annuity contract purchased from an insurance company.

(g) **"Gift"** means a payment or enrichment to the extent that consideration of equal or greater value is not received. The term includes a rebate or discount in the price of anything of value, unless the rebate or discount is made in the ordinary course of business to a member of the public without regard to that person's status as a candidate. The term does not include the following:

- Informational material such as books, reports, pamphlets, calendars, or periodicals.

- A gift that:

(1) is not used; and

(2) no later than thirty (30) days after receipt, is returned to the donor or delivered to a charitable organization and is not claimed as a charitable contribution for tax purposes.

- A gift from an individual's spouse, child, parent, grandparent, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of that individual, if the donor is not acting as the agent or intermediary for someone other than a person covered by this paragraph.

- A devise or inheritance.

- A personalized plaque or trophy with a value that does not exceed five hundred dollars (\$500).

- A campaign contribution required to be reported under the Government Ethics Code Act.

(h) **"Immediate Family"** means an unemancipated child residing in a candidate's household, a spouse of a candidate, or an individual claimed by that candidate or that candidate's spouse as a dependent for tax purposes.

(i) **"Loan"** means a transfer of money, property, or anything of value in exchange for an obligation, conditional or not, to repay in whole or in part.

(j) **"Person"** means an individual, proprietorship, firm, partnership, joint venture, joint stock company, syndicate, business trust, estate, company, corporation, association, club, committee, organization, or group of persons acting in concert.

(k) **"Public Employee"** means an individual who is an appointed employee of the Commonwealth Government, whether part-time or full-time.

(l) **"Public Official"** means any person holding any elected office of the Commonwealth or any appointed, non-employee member of the Commonwealth Government, including members of boards, commissions, and task forces.

(m) **"Relative"** means a person who is related to an official or employee as spouse or as any of the following, whether by blood or by adoption: parent, child, brother or sister, aunt or uncle, niece or nephew, brother-in-law, sister-in-law, son-in-law, daughter-in-law, stepfather or stepmother, stepson or stepdaughter, stepbrother or stepsister, half-brother or half-sister.