
CHAPTER 9**PUBLIC DISCLOSURE****ARRANGEMENT OF SECTIONS**

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FIRST SCHEDULE

SECOND SCHEDULE

CHAPTER 9

PUBLIC DISCLOSURE

An Act to make provision for the public disclosure of the assets, income and liabilities of persons in public life and for matters incidental thereto or connected therewith.

*12 of 1976
S.I. 11/1979*

[Assent 7th October, 1976]

[Commencement 3rd January, 1977]

1. This Act may be cited as the Public Disclosure Act. Short title.
2. In this Act, unless the context otherwise requires — Interpretation.
 - “assets” means any property held in beneficial ownership whether in or outside The Bahamas;
 - “child” means a person under the age of twenty-one years who is the child, step-child, legitimate child or lawfully adopted child of any person;
 - “the Commission” means the Public Disclosure Commission established under section 3;
 - “declaration” means a declaration of assets, income and liabilities;
 - “liabilities” includes any obligation to pay money whether in or outside The Bahamas;
 - “Member of Parliament” means a Member of the House of Assembly;
 - “public appointee” means a member of the Public Service Commission or any person appointed to be a member of the governing body (by whatever name called), or officer or servant, of any corporation established by Act of Parliament for public purposes or of any subsidiary company of such corporation Ch. 308.
 - “public officer” has the same meaning as in the Constitution;
 - “Secretary” means the Secretary of the Commission;
 - “Senator” means a Member of the Senate.

Establishment of
Public Disclosure
Commission.

3. (1) There is hereby established for the purposes of this Act a body to be known as the Public Disclosure Commission.

First Schedule.

(2) The First Schedule shall have effect as to the composition, powers and practice of the Commission and otherwise in relation thereto.

Duty of Senators
and Members to
furnish
declarations.

Second Schedule.

4. (1) Every Senator and Member of Parliament shall furnish to the Commission, as and when required to do so by this section, a declaration of assets, income and liabilities in the form prescribed by Form A in the Second Schedule.

(2) A declaration shall be furnished pursuant to subsection (1) —

(a) in the case of a person who is a Senator or Member of Parliament on the 31st day of December, 1977, before the 1st day of March next following that date, in respect of his assets, income and liabilities as at the 31st day of December, 1977;

(b) in the case of a person appointed a Senator or elected a Member of Parliament, as the case may be, at any time after the 31st day of December, 1977, within three months from the date of such appointment or election, as the case may be, in respect of his assets, income and liabilities as at the previous 31st day of December,

and thereafter on the 31st day of December, in each year that he is a Senator or Member of Parliament, in respect of his assets, income and liabilities as at the 31st day of December in each year, so, however, that a declaration required to be furnished on the 31st day of December in any year shall be deemed to comply with the requirement of this subsection if it is furnished before the 1st day of March next following that date;

(c) in the case of every person who ceases to be a Senator or Member of Parliament, at any time after the 31st day of December, 1977, on the first anniversary of the date on which he ceases to be a Senator or Member of Parliament, in respect of his assets, income and liabilities, covering the period from the date of his last declaration to the date on which he is required under this paragraph to furnish a declaration.

5. (1) A declaration shall include such particulars as are known to the declarant of the assets, income and liabilities of himself, of his spouse and of his children:

Contents of
declaration.

Provided that —

- (a) if the spouse was not living with the declarant for a continuous period of three months during the period in relation to which the declaration is made; or
- (b) if a child of the declarant has attained the age of eighteen years and was not living with the declarant at any time during the period in relation to which the declaration is made,

the particulars required to be furnished by this subsection shall be limited to assets held by the spouse or child (as the case may be) in trust for, or as agent of, the declarant; so, however, that nothing in this subsection shall be construed as precluding the Commission from requiring from a declarant any additional particulars the Commission may think fit.

(2) A declaration furnished pursuant to section 4 or 9 may be accompanied by a statement of affairs certified by a chartered accountant if the declarant so thinks fit.

6. (1) The Commission shall examine every declaration furnished to it and may request from a Senator or Member of Parliament any information or explanation relevant to a declaration made by him which, in its opinion, would assist it in its examination.

Examination of
declarations and
publication of
summary of
disclosure.

(2) Where upon an examination under subsection (1) the Commission is satisfied that a declaration has been fully made, it shall publish a summary of that declaration in the *Gazette* in the form prescribed by Form B in the Second Schedule.

(3) Where the Commission publishes a summary of a declaration under subsection (2) any person may make a written complaint to the Commission in relation to that summary.

7. (1) Where —

- (a) upon an examination under section 6(1) the Commission is not satisfied that a declaration has been fully made and is of the opinion that further investigation is necessary; or

Further inquiry
into declarations.

- (b) after a summary of a declaration has been published in the *Gazette* under section 6(2) and any person makes a written complaint to the Commission in relation to that summary and the Commission, after consideration of the complaint, is of the opinion that the complaint should be investigated,

the Commission may —

- (i) in writing request the Senator or Member of Parliament concerned or the complainant to furnish such further information or documents as it may require, within such time as it may specify;
- (ii) in writing require the Senator or Member of Parliament concerned to attend on the Commission at such time as may be specified by the Commission;
- (iii) make such independent inquiries and investigation relating to the declaration or complaint as it thinks necessary;
- (iv) summon witnesses, require the production of documents and do all such things as it considers necessary or expedient for the purpose of carrying out its functions; and
- (v) in respect of paragraph (b), in addition, summon the complainant, hear the complainant, (who may be represented by a counsel and attorney), and any witnesses of the complainant in support of the complaint.

(2) Where a Senator or Member of Parliament is required to attend on the Commission pursuant to subsection (1), he shall have the right to be accompanied and represented by a counsel and attorney for the purposes of such enquiry, and may require the Commission to summon such witnesses as he thinks necessary.

Commission to report.

- 8.** (1) Where —
- (a) any person fails to furnish the Commission with a declaration which he is required to furnish in accordance with this Act; or
 - (b) the Commission examines a declaration and any related information or documents, or conducts an enquiry into any such declaration or into a complaint made in respect of any summary of a

declaration and is not satisfied with any aspect thereof,

the Commission shall report the matter (setting out such details and particulars as the Commission in its discretion thinks fit) to the Prime Minister and the Leader of the Opposition.

(2) The Prime Minister or the Leader of the Opposition, when a report is made pursuant to subsection (1), may —

- (a) publish by way of communication to the House of Assembly any information furnished to him by the Commission;
- (b) cause to be published to the Senate any information furnished to him by the Commission;
- (c) authorize the furnishing of any information furnished to him by the Commission to the Attorney-General or the Commission of Police.

(3) Where the Commission after conducting an enquiry in accordance with section 7(1) into any complaint made under section 6(3) is satisfied that the complaint is groundless or has not been substantiated it shall publish a statement in the *Gazette* to that effect, and in addition, where the complaint is groundless, the Commission shall report the matter to the Attorney-General.

9. (1) Subject to the provisions of this section, the Prime Minister may, by notice published in the *Gazette*, apply this Act to any —

- (a) member of the Commission;
- (b) public appointee or class of public appointee; or
- (c) public officer or class of public officer,

as may be designated in the notice.

(2) Sections 4, 6(2) and (3) shall not apply to a person to whom this section applies.

(3) Any person to whom this Act is applied under subsection (1) shall furnish to the Commission, a declaration in the form prescribed by Form A in the Second Schedule —

Application of Act to members of Commission and public servants.

Second Schedule.

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- (a) before the 1st day of March next following the publication of the notice under subsection (1), in respect of his assets, income and liabilities as at the previous 31st day of December;
- (b) thereafter, on the 31st day of December in each year that he is a member of the Commission, public appointee, or public officer, in respect of his assets, income and liabilities as at the 31st day of December in each year, so, however, that a declaration required to be made on the 31st day of December in any year shall be deemed to comply with the requirements of this paragraph if it is made before the 1st day of March next following that date;
- (c) at the end of twelve months from the date on which he ceases to be a member of the Commission, public appointee, or public officer, in respect of his assets, income and liabilities covering the period from the date of his last declaration to the date on which he is required under this paragraph to furnish a declaration.
- (4) Sections 5, 6(1), 7 and 10 to 14 inclusive shall apply to a person to whom this section applies as they apply to a Senator or Member of Parliament.
- (5) Section 8(1) shall apply to a person to whom this section applies, except that the report of the commission shall be made to the Prime Minister and to the Attorney-General and not to any other person, and section 8(2) and (3) shall not apply.
- (6) The Prime Minister or the Attorney-General, when a report is made pursuant to subsection (5), may authorize the furnishings of information to such persons as he may specify in writing.
- (7) The Schedules shall apply, *mutatis mutandis*, to a person to whom this section applies as they do to a Senator or Member of Parliament.

10. (1) Subject to subsection (3), every member of the Commission and every other person having official duty under this Act, or being employed in the administration of this Act, shall deal with all documents and information,

Duty as to
secrecy and to
make
declaration.

and all other matters relating to a declaration, as secret and confidential, and shall make and subscribe a declaration to that effect before the Registrar-General or the Registrar of the Supreme Court.

(2) Every person required under subsection (1) to deal with the matters specified therein as secret and confidential who at any time communicates or attempts to communicate such information or anything contained in such documents to any person —

- (a) other than a person to whom he is authorized under this Act to communicate it; or
- (b) otherwise than for the purposes of this Act,

shall be guilty of an offence and liable on conviction on information to a fine not exceeding five thousand dollars or to imprisonment for a term not exceeding two years or to both such fine and imprisonment.

(3) Any person who receives any information or anything contained in such documents as aforesaid knowing, or having reasonable ground to believe, at the time when he receives it, that it is communicated to him in contravention of this Act, shall be guilty of an offence unless he proves that the communication to him of the information or of anything contained in any document was contrary to his desire.

(4) A person guilty of an offence under subsection (3) shall be liable on conviction on information —

- (a) if the information or anything contained in a declaration, or other document is published, to a fine not exceeding ten thousand dollars or to imprisonment for a term not exceeding four years or to both such fine and imprisonment; or
- (b) in any other case, to a fine not exceeding five thousand dollars or to imprisonment for a term not exceeding two years or to both such fine and imprisonment.

11. The records of the Commission and any information revealed by the evidence of a witness before the Commission shall not be produced or disclosed to any court other than to such extent as may be necessary for the purposes of proceedings relating to a charge under section 10 or 13 or under the law relating to perjury.

Protection of disclosures to the Commission.

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- Regulations. **12.** The Commission may make regulations —
- (a) prescribing the manner in which enquiries may be carried out and any matters incidental to or consequential on such enquiries;
- Second Schedule. (b) amending the forms specified in the Second Schedule;
- (c) prescribing the period within which any information required by the Commission should be furnished;
- (d) prescribing any matter or thing, whether similar to the above or not, in respect of which it may be expedient to make regulations for the purpose of carrying this Act into effect.
- Offences. **13.** (1) Any person who —
- (a) fails without reasonable cause, to furnish to the Commission a declaration which he is required to furnish in accordance with the provisions of this Act;
- (b) knowingly makes any false statement in such declaration;
- (c) fails without reasonable cause to give such information or explanation as the Commission may require under section 6 or 7;
- (d) after a summary of a declaration has been published in the *Gazette* pursuant to section 6(2), publishes any statement whatever challenging the accuracy of that summary or the honesty or credibility of the declarant, otherwise than by way of complaint to the Commission;
- (e) makes any frivolous, vexatious or groundless complaint to the Commission in relation to a summary of a declaration;
- (f) fails without reasonable cause to attend an enquiry being conducted by the Commission under section 7; or knowingly gives any false information in such enquiry,

shall be guilty of an offence and shall on conviction on information, be liable to a fine not exceeding ten thousand dollars or to imprisonment for a term not exceeding two years, or to both such fine and imprisonment, and where

the offence involves the deliberate non-disclosure of the property of a Senator or Member of Parliament, the court shall, in addition to the imposition of a fine or term of imprisonment or both —

- (i) if the property involved is situate within The Bahamas, declare that it be forfeited to the Government;
 - (ii) if the property involved is situate outside The Bahamas, order that an amount equivalent to the value of such property (the value to be assessed as directed by the court), be paid by the Senator or Member of Parliament to the Government.
- (2) Payment of all sums due to the Government pursuant to paragraph (ii) of subsection (1) may be enforced in like manner as a debt due to the Government and any proceedings thereon on behalf of the Government may be taken summarily, without limit of amount.

14. A prosecution for an offence under section 10 or 13 shall not be instituted without the written consent of the Attorney-General.

Fiat of the Attorney-General.

15. Notwithstanding anything contained in this Act the Commission may in any particular case for good cause extend the time for the furnishing of a declaration under this Act after the expiration thereof for a further period not exceeding thirty days.

Power to extend time for furnishing declarations.

FIRST SCHEDULE (Section 3)

PART I THE COMMISSION

1. The Commission shall consist of three members appointed by the Governor-General, upon the recommendation of the Prime Minister after consultation with the Leader of the Opposition:

Constitution of Commission.

Provided that in any case where a declaration under this Act is required to be made by a member of the Commission, the Commission shall consist of the Prime Minister, the Leader of the Opposition and a member of the Commission other than the member making the declaration appointed by the Governor-General.

Tenure of office.	2. The members shall be appointed by instrument in writing and shall, subject to the provisions of this Schedule, hold office for such period not exceeding five years, as the Governor-General may direct in the instrument of appointment.
Re-appointment.	3. Every member shall be eligible for re-appointment.
Chairman.	4. (1) The Governor-General shall appoint one of the members to be Chairman of the Commission. (2) The Chairman shall preside at all meetings of the Commission at which he is present, and in the case of the Chairman's absence from any meeting, the members present and forming a quorum shall elect one of their number to preside at that meeting.
Acting appointments.	5. If any member is absent or unable to act the Governor-General may appoint any person to act in the place of that member.
Resignation	6. (1) Any member other than the Chairman may at any time resign his office by instrument in writing addressed to the Governor-General and transmitted through the Chairman and from the date of receipt by the Governor-General of such instrument, that person shall cease to be a member. (2) The chairman may at any time resign his office by instrument in writing addressed to the Governor-General and such resignation shall take effect as from the date of receipt by the Governor-General of that instrument.
Revocation of appointment.	7. (1) The Governor-General upon the recommendation of the Prime Minister after consultation with the Leader of the Opposition may at any time revoke the membership of any member. (2) Without prejudice to the generality of subparagraph (1), a recommendation pursuant to that subparagraph, shall have regard to any representations made by a Senator or Member of Parliament showing cause why, a person should not remain a member of the Commission.
Filling of vacancies.	8. If any vacancy occurs in the membership of the Commission such vacancy shall be filled by the appointment of another member.
Gazetting of membership.	9. The names of all members of the Commission as first constituted and every change therein, shall be published in the <i>Gazette</i> .
Funds of the Commission.	10. The funds of the Commission shall consist of such funds as may from time to time be placed at its disposition for the purposes of this Act by Parliament, and such other moneys as may be lawfully paid to the Commission.
Accounts and audit.	11. The Commission shall keep proper accounts of its receipts, payments, assets and liabilities and such accounts shall be audited annually by an auditor appointed in each year by the Commission with the approval of the Prime Minister.

12. The Commission shall before the 31st day of December in each year submit to the Prime Minister for approval its estimates of revenue and expenditure in respect of the period commencing on the 1st day of January next following and ending on the 31st day of December.

Annual reports and estimates.

13. The Commission shall appoint and employ at such remuneration and on such terms and conditions as it thinks fit, a Secretary and such other officers and servants as it thinks necessary for the proper carrying out of the provisions of this Act:

Staff of Commission.

Provided that no salary in excess of five thousand dollars shall be assigned to any post without the prior approval of the Prime Minister.

14. (1) The seal of the Commission shall be kept in the custody of the Chairman and shall be affixed to instruments pursuant to a resolution of the Commission in the presence of the Chairman and any other member.

Seal and execution of documents.

(2) The seal of the Commission shall be authenticated by the signatures of the Chairman and one other member.

(3) All documents other than those required by law to be made by and under seal, and all decisions, of the Commission may be signified under the hand of the Chairman or the Secretary.

15. (1) The Commission shall meet at such times as may be expedient for the carrying out of its functions and such meetings shall be held on such days and all such places as the Chairman may determine.

Procedure and meetings.

(2) A quorum of the Commission shall be two.

(3) The decision of the Commission shall be by a majority of votes and, in addition to an original vote, the Chairman shall have a casting vote in any case in which the voting is equal.

(4) Minutes in proper form of each meeting of the Commission shall be kept.

(5) The validity of the proceedings of the Commission shall not be affected by any vacancy amongst the members thereof or by any defect in the appointment of any member thereof.

16. No member shall be personally liable for any act or default of the Commission done or omitted to be done in good faith in the course of the operations of the Commission.

Protection of members.

PART II
POWERS OF COMMISSION REGARDING WITNESSES

Powers of the
Commission.

1. The Commission shall have power to summon witnesses, require the production of documents and to do all such things as it considers necessary or expedient for the purpose of carrying out its functions.

Issue of
summons.

2. (1) Any summons to attend, to give evidence or to produce documents before the Commission shall be notified to the person required to attend or to produce the documents and shall be issued under the hand of the Secretary and of any member of the Commission.

Second Schedule.

(2) A summons under this paragraph shall be in the form set out in Form C in the Second Schedule and may be served on the person mentioned therein either by delivering to him a copy thereof or by leaving a copy thereof at his usual or last known place of abode in The Bahamas, with some adult person.

(3) A summons under this paragraph may be served by any person deputed by the Commission or by a police officer.

Witnesses may
be examined on
oath.

3. The Commission may require that any facts, matters or things relating to the subject of enquiry be verified or otherwise ascertained by the oral examination of witnesses; and may cause any such witnesses to be examined upon oath which the Chairman or the Secretary is hereby authorized to administer.

Duty and
privileges of
witnesses.

4. (1) All persons summoned to attend and give evidence or to produce any paper, book, record or document before the Commission —

- (a) shall be bound to obey the summons served upon them;
- (b) shall be entitled, in respect of such evidence or the disclosure of any communication or the production of any such paper, book, record or document, to the same right or privilege as before a court of law.

(2) Any person who —

- (a) without sufficient cause, fails or refuses to attend before the Commission in obedience to a summons issued under this Act, or fails or refuses to produce any paper, book, record or document which he was required by such summons to produce; or
- (b) being a witness, leaves a meeting of the Commission without the permission of the Commission; or
- (c) being a witness, refuses without sufficient cause to answer any question put to him by or with the permission of the Commission; or

(d) wilfully obstructs or interrupts the proceedings of the Commission,

shall be liable on summary conviction to a fine not exceeding five hundred dollars or in default of payment thereof to imprisonment for a term not exceeding six months.

S.I. 111/1979

SECOND SCHEDULE.
FORM A (Sections 4 and 12)
DECLARATION
THE PUBLIC DISCLOSURE ACT
(Chapter 9)

(Note: If there is insufficient space falling under any section, the required information may be supplied on a separate sheet and a note inserted under the section showing the total)
Declaration of assets and liabilities as at(Declaration
and of income for the period of twelve months (or other period where appropriate) ending on that date.

NOTE:

(a) Where any property is held by the declarant, the declarant's spouse or the declarant's child or children in trust for any other person, this should be indicated (b) The declaration date should be the date as at which pursuant to section 4 or 9 the declaration is to be made.

Name of

Name of declarant's spouse

Name of declarant's child or children (under age of 21)

1. Particulars of bank accounts held by —

Name and address of bank

Account No.

Savings/Deposit \$

Current \$

(b) Declarant's spouse

(c) Declarant's child or children

NOTE:

Letters of verification from banks should be submitted.

2. Particulars of cash in excess of \$500 held other than in bank by —

Amounts \$

Where held

(a) Declarant

(b) Declarant's spouse

(c) Declarant's child or children

3. Particulars of bonds, stocks, shares and similar investments held by —

Investments and where situate

Nominal Value \$

Estimated Market Value

(a) Declarant

(b) Declarant's spouse

(c) Declarant's child or children

4. Particulars of immovable property such as houses and land held by —	Description (recording reference, if available)	Date of Acquisition or Purchase	Purchase Price\$	Estimated Market Value \$
(a) Declarant				
(b) Declarant's spouse				
NOTE:	Houses should be valued unfurnished and furniture included under paragraph 3.			
5. Particulars of personal property such as furniture, boats, clothing, jewellery, coins, stamps, and any other valuable property —				
(a) Declarant				
(b) Declarant's spouse				
(c) Declarant's child or children				
6. Particulars of moneys invested in mortgages or business ventures other than investments shown in paragraph 3 —				
(a) Declarant	Type of Investment	Amount of Investment \$	Term	Interest Rate (if applicable)
(b) Declarant's spouse				Annual Income \$
(c) Declarant's child or children				
7. Other accounts receivable —	Amount \$	Date due	Due front	Purpose
(a) Declarant				
(b) Declarant's spouse				
(c) Declarant's child or children				
8. Particulars of motor vehicles owned by or on hire for any period to or on loan for a period in excess of two months to —	Description (including age)	Purchase Price, or terms of hireage \$		Estimated Market Value \$
(a) Declarant				
(b) Declarant's spouse				
(c) Declarant's child or children				

9. Particulars of insurance policies held by — Name of Insured Person	Name of Insurance Company	Description of policy, and amount of premium	Date of issue and date of maturity	Face value \$	Estimated Cash Surrender Value \$
(a) Declarant (b) Declarant's spouse (c) Declarant's child or children					
10. Particulars of safety deposit box (not disclosed in paragraph 5) —		<u>Contents</u>			<u>Estimated Value \$</u>
(a) Declarant (b) Declarant's spouse (c) Declarant's child or children					
11. Particulars of any other property held by any person other than the owner but owned by the declarant, the declarant's spouse or the declarant's child or children, whether in trust or otherwise					
(a) Declarant (b) Declarant's spouse (c) Declarant's child or children	<u>Property</u>	<u>Owned by</u>	<u>By whom being held and in what capacity</u>	<u>Estimated Value \$</u>	
12. Particulars of income (in respect of the relevant 12-month period ending on the 31st day of December or other period where appropriate including perquisites such as house, entertainment allowances etc.) of —					
(a) Declarant (b) Declarant's spouse (c) Declarant's child or children	<u>Source — Salary, Realty Income, Security Income and Other Income</u>			<u>Amount From Each Source \$</u>	<u>Total \$</u>
13. Particulars of secured debts payable —					
(a) Declarant (b) Declarant's spouse (c) Declarant's child or children			<u>Date of obligation</u>		<u>How secured</u>

14. Particulars of other liabilities of —

Amount (balance owing) \$ _____	Description _____
---------------------------------	-------------------

(a) Declarant
 (b) Declarant's
 (c) Declarant's
 child or
 grandchild

15. Particulars of any property acquired or disposed of during the relevant 12-month period ending on the 31st day of December in respect of which declaration is made —

Property _____	Price \$ _____
----------------	----------------

Details of any acquisition or disposal of, as the case may require

(c) Declarant's
 child or
 grandchild

16. Explanation of contents of this declaration (if declarant considers it necessary).

I do hereby solemnly and sincerely declare that the particulars given by me herein are, to the best of my knowledge, true and accurate.

Signed at.....this.....day
 of.....before.....

.....
 Signature of Declarant

.....
 Justice of the Peace/Notary Public

S.I. 11/1979

SECOND SCHEDULE

FORM B (Section 6(2))

SUMMARY OF DECLARATION

**THE PUBLIC DISCLOSURE ACT
(Ch. 9)**

Name of Declarant:

Summary of Assets and Liabilities of the Declarant, his spouse and children (if applicable) as at and of income for the period of twelve months (or other period where appropriate) ending on the date

ASSETS	INCOME	LIABILITIES
1. Savings Account(s)\$	1. Salary \$	1. Real Estate \$
2. Current Account(s)	2. Realty Income	Mortgage(s) Payable
3. Securities	3. Security Income	2. Notes Payable — Secured
4. Real Estate	4. Other Income	3. Notes Payable — Unsecured
5. Other Personal Property		4. Other Accounts Payable
6. Real Estate Mortgages Receivable and Business Investments		
7. Accounts Receivable		
8. Automobiles		
9. Cash Value of Life Insurance(s)		
TOTAL ASSETS	TOTAL INCOME	TOTAL LIABILITIES
NET WORTH		

The Commission hereby certifies that the declaration submitted by the declarant has been examined and is satisfied that a full declaration has been made in accordance with the provisions of the Act.

.....
Secretary
Public Disclosure Commission

Dated this day of, 19

FORM C (First Schedule Part II paragraph 2(2))

SUMMONS TO WITNESS

**THE PUBLIC DISCLOSURE ACT.
(Ch. 9)**

TO
(Name of person summoned, and
.....
his address and calling, if known)

You are hereby summoned to appear before the Public Disclosure Commission

at on the day of 19
(place)

at o'clock and to give evidence respecting
.....
(State matter being enquired into)

And you are required to bring with you
.....
(Specify papers, books, records and documents required)

Therefore fail not at your peril.

.....
Secretary/Member of the Commission.

Dated this day of, 19