

Pursuant to Article 18 paragraph 4 of the Law on Prevention of Corruption (Official Gazette of Montenegro, 53/14), the Ministry of Justice hereby issues the

Rulebook **on the manner of handling gifts of public officials**

*The Rulebook was published in the Official Gazette of Montenegro, 77/2015,
dated 30 December 2015, and entered into force on 01 January 2016*

Article 1

This Rulebook shall prescribe the manner of handling gifts received by public official in connection with the exercise of a public function (hereinafter: the gift) and the manner of keeping records of gifts.

Article 2

The expressions used in this Rulebook to denote natural persons in the masculine gender shall equally apply to the feminine gender.

Article 3

A public official, who receives a protocol or occasion gift, in terms of the Law on Prevention of Corruption shall submit data on the received gift to the state authority, state administration body, judicial body, local government authority, local administration body, independent body, regulatory body, public institution, public company or other business organization or legal person exercising public authority, or activities in the public interest, or the state-owned legal person (hereinafter: public authority), in which s/he holds public office within eight days following the day of receipt.

Article 4

Public official, who receives an occasion gift the value of which does not exceed EUR 50,00, shall handle the gift independently.

Article 5

Public official, who receives a protocol gift or occasion gift, the value of which exceeds EUR 50,00, shall hand over that gift to the public authority, in which he holds public duty, in accordance with the Law on Prevention of Corruption.

Public authority shall handle the gifts referred to in paragraph 1 of this article, in accordance with the law governing use, management and handling of items and other assets belonging to Montenegro or a local self-government.

Article 6

Records of gifts (hereinafter: the Records) shall represent an electronic database, marked with ordinal number, following the chronological order of receipt of gifts, and shall be kept on the form containing: name of public authority in which public official holds public duty; name and surname of public official and duty s/he holds; name and address of the gift giver, or name and seat of the legal person or body, if the gift was presented on behalf of a legal person or authority; occasion on which the gift was presented; date of receipt, data on whether it is a protocol, occasion gift or a gift s/he could not refuse or return to the gift giver; description of gift (object, right or service), value of gift (less than EUR 50,00 or more than EUR 50,00 and estimated value of the gift); data on whether the gift became the property of a public official or state property or property of a municipality, the Royal Capital, or Administrative Capital; data on gifts received by members of the household of a public official in connection with the exercise of public duty; place and date; stamp and signature of the responsible person in public authority.

The records shall be kept for a period of one calendar year.

The form of the records shall constitute an integral part of this Rulebook.

Article 7

This Rulebook shall be published in the Official Gazette of Montenegro and shall enter into force on 01 January 2016.

Ref. no.: 01-19697/15

Podgorica, 29 December 2015

Minister,
Zoran Pazin

**RECORDS OF GIFTS RECEIVED BY PUBLIC OFFICIAL IN CONNECTION WITH
EXERCISE OF PUBLIC FUNCTION**

(name of public authority)

1. <u>Data on public official who received the gift</u>	
1.1. Name and surname of public official	
1.2. Public office held	
2. <u>Data on received gift</u>	
2.1. Gift-giver (name, surname and address, or name and seat of legal person or authority, if the gift was presented on behalf of a legal person or authority)	
2.2. Occasion for presentation of the gift	
2.3. Date of receipt	
2.4. Type of gift	a) protocol, or b) occasion or c) gift he could not be refused, or returned to the gift-giver
2.5. Description of gift	object, right or service (detailed description of the gift)
2.6. Value of gift	less than EUR 50,00 or more than EUR 50,00 and estimate of gift value
2.7. Data on whether the gift became the property of public official or state property or property of municipality, the Royal Capital, or Capital	
2.8. Data on gifts received by members of the household of public official, in connection with the exercise of public function,	

Place and date

Seal

Signature of responsible person in
Public Authority
