

## Requirements for submitting Statement of Interests forms electronically to the Standards in Public Office Commission



Coimisiún um Chaighdeáin in Oifigí Poiblí  
Standards in Public Office Commission

Please find the specification for submission of the annual Statement of Interests forms in electronic format to the Standards Commission as follows:

- Electronic files submitted to Standards Commission should be made using either PDF or Word .docx compatible file formats.
- When naming and saving electronic files as either PDF or Word.docx formats, do **not** use special characters or symbols such as \$, € etc. In particular, do not use apostrophes when naming and saving the file. Files submitted with apostrophes and special symbols in the file name cannot be processed by the Standards Commission's case management system.
- Email size limits should be kept to < 20MB.
- Avoid low resolution photographs or scans. All documents must be legible.
- ZIP files and other compressed folder formats are restricted under email filtering policies and must not be used.
- The use of an electronic signature to certify that a Statement of Interests return is sufficient. The public body should satisfy itself that the electronic format used complies with the Electronic Commerce Act 2000 (for example an electronic signature using an electronic document signature platform such as DocuSign).
- Statements may be sent by email by individual respondents by sending them to [submissions@sipo.ie](mailto:submissions@sipo.ie). Where more than one statement is to be submitted, each statement should be submitted in a separate email if using this method. Once the person has submitted a statement by email, he/she **should not** resubmit that statement unless requested to do so by the Standards Commission.
- The use of external file sharing sites is prohibited under the Commission's web access and filtering policies. If a respondent has a large volume of returns and wishes

to use a file share facility, please contact the Standards Commission at [info@sipo.ie](mailto:info@sipo.ie) and request a link to the FileCloud file sharing platform. When the link has been issued by the Commission the respondent may use the link to securely upload their forms for submission to the Commission.

- Password protection must not be used on files submitted to the Commission.
- All Statement of Interests must be submitted as complete individual files. Do not submit a Statement of Interests form as separate individual pages i.e. one Statement of Interests must be submitted as single document either as a PDF or Word document and not as six to ten individual pages.
- Multiple Statements of Interests must be submitted as separate individual forms i.e. do not submit Statements of Interests either for multiple respondents or multiple years as one document.
- In circumstances where a public body coordinates the submission of statements to the Standards Commission and submits multiple statements on behalf of 'Designated Directors', these statements should be emailed to the Standards Commission at [info@sipo.ie](mailto:info@sipo.ie) and **not** to the [submissions@sipo.ie](mailto:submissions@sipo.ie) address.
- Where possible, provide contact details including a phone number with your email submission to speed up any queries that may arise.

Please note that whichever format you use to submit your statement, either in electronic or in hard copy format, the following obligations still apply.

### **Maintain confidentiality**

It is an offence to disclose information contained in a statement provided under the Ethics Acts, other than in accordance with the provisions of section 35(2) of the Ethics in Public Office Act, 1995.

### **Observe statutory retention period**

Section 34(1) of the Ethics in Public Office Act, 1995 provides among other things that a statement furnished under 13, 14, 16, 17, 18, 19 or 29 shall be retained for a period of 15 years from the date on which it was furnished or given and, whenever so requested by the Commission during that period, it or a copy of it shall be furnished to the Commission. In light of the provisions of section 35 above, statements must be retained confidentially and made available only to those who have authority to view them.

If you are unsure of any of the above or have any queries please contact the Standards Commission Secretariat at [info@sipo.ie](mailto:info@sipo.ie) or by telephone at **01-639 5666**. Please note that at peak periods for receiving the annual Statement of Interests, the Standards

Commission receives a large volume of correspondence and documents. This may result in a delay in responding to your queries. We will endeavour to answer all queries in a prompt manner.