



## CITY OF PALM SPRINGS PUBLIC INTEGRITY DISCLOSURE (INSTRUCTIONS FOR APPLICANTS)

### Who Must File?

Applicants that are NOT a natural person or group of natural people that will be identified on the application, and seek a City approval determined by a vote of City officials. Examples include corporations, limited liability companies, trusts, *etc.* that seek a City Council approval, or an approval by one of the City's board or commissions.

### Why Must I File?

The City of Palm Springs Public Integrity Ordinance advances transparency in municipal government and assists public officials in avoiding conflicts of interest. The City's Public Integrity Ordinance, codified in Chapter 2.60 of the municipal code, reflects the City's interest in ensuring that companies (and other legal entities that are not natural people) doing business in the community are transparent and make disclosure as to their ownership and management, and further that those companies disclose the identity of any person, with a beneficial ownership interest of five percent (5%) or more.

### When Must I File?

You must file this form with the Office of the City Clerk, or designee, at the same time when you file your application for a City approval determined by a vote of City officials, whether elected or appointed.

### What Must I Disclose?

- A. The names of all natural persons who are officers, directors, members, managers, trustees, and other fiduciaries serving trusts or other types of organizations (attorneys, accountants, *etc.*).

**Note:** (1) you must make these disclosures in relation to the applicant entity, and also in relation to any related entity that owns a part of, or makes a profit based upon the business of the applicant entity. Disclosures may include parent, subsidiary or affiliated entities of the applicant entity; (2) if any entity that is not a natural person serves as the applicant entity (e.g. as a member of the applicant LLC), then all officers, directors, members, managers, trustees, *etc.*, of the second entity must be disclosed.

- B. The names of persons owning a beneficial interest of five percent (5%) or more in your entity, Owners/investors who have such an interest hold either investment power or voting power, i.e., they can (i) sell or transfer their interest, or (ii) vote their interest in management decisions.

NOTE: USE ADDITIONAL PAGES AS NECESSARY

### What if I Have Questions?

If you have any questions about how to complete this form, please contact the Office of the City Clerk, (760) 323-8206, [cityclerk@palmspringsca.gov](mailto:cityclerk@palmspringsca.gov).



| <b>7. Owners/Investors with a 5% beneficial interest in the Applicant Entity or a related entity</b> |  |
|--|--|
| <b>EXAMPLE</b><br><br><i>JANE DOE</i>  | <i>50%, ABC COMPANY, Inc.</i>                                    |
| _____  | _____  |
| [name of owner/investor]   | [percentage of beneficial interest in entity and name of entity] |
| <b>A.</b>  |  |
| _____  | _____  |
| [name of owner/investor]   | [percentage of beneficial interest in entity and name of entity] |
| <b>B.</b>  |  |
| _____  | _____  |
| [name of owner/investor]   | [percentage of beneficial interest in entity and name of entity] |
| <b>C.</b>  |  |
| _____  | _____  |
| [name of owner/investor]   | [percentage of beneficial interest in entity and name of entity] |
| <b>D.</b>  |  |
| _____  | _____  |
| [name of owner/investor]   | [percentage of beneficial interest in entity and name of entity] |
| <b>E.</b>  |  |
| _____  | _____  |
| [name of owner/investor]   | [percentage of beneficial interest in entity and name of entity] |

**I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING IS TRUE AND CORRECT.**

|  |       |
|--|-------|
| Signature of Disclosing Party, Printed Name, Title | Date  |
| _____  | _____ |

**PENALTIES**  
Falsification of information or failure to report information required to be reported may subject you to administrative action by the City.