



ANTI-CORRUPTION COMMISSION
SEYCHELLES

ANTI-CORRUPTION COMMISSION SEYCHELLES

PUBLICATION INFORMATION MANUAL

**Prepared in terms of Section 53 of the Promotion of Access
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ANTI-CORRUPTION COMMISSION

SEYCHELLES

PUBLICATION MANUAL

2018

Access to Information Act, 2018
to promote the transparency and accountability of the Government of Seychelles

DATE OF NEXT REVIEW
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Contents

1. List of Acronyms and Abbreviations	4
2. Purpose of Publication Manual	4
3. About the Anti-Corruption Commission Seychelles	4
3.1 Objectives / Mandate.....	5
4. Structure and Functions	5
4.1 Structure	5
4.2 Functions	5
5. Contact Details	7
5.1 Information Officer.....	7
5.2 Head of Information Holder	7
5.3 Head Office Contact.....	7
6. Remedies Available under ATIA.....	7
6.1 Internal Review	7
6.2 Complaint to the Information Commission	7
6.3 Appeal or Judicial Review	8
6.4 Limitations Relating to Confidential and Investigative Information.....	8
6.5 Other Lawful Remedies.....	8
7. Categories of Records Available Without Request.....	8
8. Services Available and Access Procedures	9
8.1 Complaint	9
8.2 Prevention	10
9. Public Involvement in the formulation of policy or the exercise of powers or performance of duties by Anti-Corruption Commission Seychelles.....	10
9.1 Lodging of Complaints and Reports	10
9.2 Provision of Information and Cooperation.....	11
9.3 Public Education, Awareness and Outreach Activities	11
9.4 Recommendations and Representations.....	11
9.5 Annual Reports and Public Accountability	11
9.6 Limitations	11
10. Availability of the Manual	11
11. Updating of the Manual.....	12

1. List of Acronyms and Abbreviations

ATIA	Access to Information Act
ACCS	Anti-Corruption Commission Seychelles

2. Purpose of Publication Manual

This Publication Manual is useful for the public to:

1. Check the nature of the records which may already be available at Anti-Corruption Commission Seychelles (ACCS), without the need for submitting a formal Access to Information Act (ATIA) request.
2. Have an understanding of how to make a request for access to a record of the ACCS.
3. Access all the relevant contact details of the persons who will assist the public with the records they intend to access.
4. Know all the remedies available from the ACCS regarding request for access to the records, before approaching the information commission.
5. The description of the services available to members of the public from the ACCS, and how to gain access to those services.
6. A description of the guide on how to use ATIA, as updated by the information commission and how to obtain access to it.
7. If the body will process personal information, the purpose of processing of personal information and the description of the categories of data subject and of the information or categories of information relating thereto.
8. Know if the ACCS has planned to transfer personal information outside the Republic of Seychelles and the recipients or categories of recipients to whom the personal information may be supplied; and
9. Know whether the ACCS has appropriate security measures to ensure the confidentiality, integrity, and availability of the personal information, which is to be processed.

3. About the Anti-Corruption Commission Seychelles

The Anti-Corruption Commission Seychelles was established following the enactment of the Anti-Corruption Act, 2016, and is a self-governing, independent body mandated to investigate, detect, prevent, and prosecute corrupt practices. It is also responsible for managing the Declaration of Assets for senior public servants and public figures under the Public Officers

Ethics Act 2008 and the Public Persons (Declarations of Assets, Liabilities and Business Interests) Act 2016.

The ACCS operates in line with the United Nations Convention Against Corruption (UNCAC), which Seychelles signed in 2004 and ratified in 2006. The Commission operates independently, with no control from any person or authority.

3.1 Objectives / Mandate

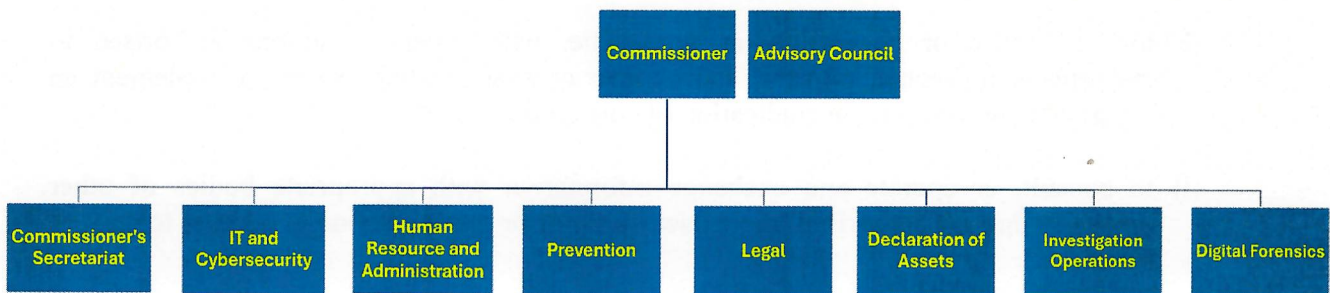
Mandate: To investigate, detect, prevent, and prosecute corrupt practices in the government sector as stipulated in the Anti-Corruption Act, 2016. Amendments made to the Act in 2019, has given the Anti-Corruption Commission Seychelles policing powers and the power to prosecute all corruption related offences.

Vision: To be a robust institution that fosters a corruption-free society in an environment of integrity, accountability, and transparency.

Mission: To fight corruption through effective investigation, detection, and prevention of corrupt practices for a corruption-free Seychelles.

4. Structure and Functions

4.1 Structure



** Updated organisational structure. The organisation structure illustrated above reflects the current structure of the ACCS. This structure may be amended in line with future discussions and needs.*

4.2 Functions

The functions of the Commission are-

- (a) to enquire into and conduct investigation of offences relating to corruption as well as money laundering offences committed in furtherance of corrupt practices.

Handwritten signature/initials

- (b) to file cases on the basis of enquiry or investigation and to conduct cases.
- (c) to hold enquiry into allegations of corruption on its own motion or on the application of an aggrieved person or any person on his or her behalf.
- (d) to perform the functions assigned to the Commission by this Act or under any written law.
- (e) to review and recognise provisions of laws for the prevention of corruption and submit recommendations to the President for their effective implementation.
- (f) to raise awareness and promote the values of honesty and integrity among people with a view to prevent corruption.
- (g) to organise seminars, symposiums, workshops on the subjects falling within the functions and duties of the Commission.
- (h) to identify various causes of corruption in the context of socio-economic conditions of the Republic and make recommendations to the President.
- (i) to determine the procedure of enquiry, investigation, filing of cases and the procedure of according to sanction of the Commission for filing cases against corruption.
- (j) to investigate public officer's conduct which the Commission has reasonable grounds to believe is connected with corrupt practices.
- (k) to co-ordinate or co-operate, as applicable, with other institutions authorised to investigate, prosecute, prevent, and combat corrupt practices so as to implement an integrated approach to the eradication of corruption.
- (l) to consult, co-operate and exchange information with appropriate bodies of other countries that are authorised to conduct inquiries or investigations in relation to corrupt practices.
- (m) to adopt and strengthen mechanisms for educating the public to respect the public good and public interest and, in particular-
 - (i) create awareness for the fight against corruption and related offences.
 - (ii) develop educational and other programmes in collaboration with the media.
 - (iii) promote an environment for upholding ethics in governance.
 - (iv) disseminate information and sensitise the public about the negative effects of corruption and related offences.
 - (v) do all such other things that are incidental or conducive to the attainment of its functions; and
- (n) to perform any other duty as may be considered necessary for the prevention of corruption.

5. Contact Details

5.1 Information Officer

Name: Aurestina Bonne
Tel: +248 4326061
Email: hram@accsey.com

5.2 Head of Information Holder

Name: May De Silva
Tel: +248 4326061
Email: commissioner@accsey.com

5.3 Head Office Contact

Postal Address: P.O Box 1456, Victoria, Mahé, Seychelles
Physical Address: 3rd Floor, KB Emporium, Providence, Mahe
Telephone: +248 4326061
Email: complaints@accsey.com
Website: www.accsey.com

6. Remedies Available under ATIA

In accordance with the Access to Information Act, 2018, a person who is aggrieved by a decision, act, or failure to act by the ACCS in relation to a request for access to information may seek the following remedies:

6.1 Internal Review

An applicant may request an internal review of a decision or failure to respond within the prescribed timeframe by submitting a written complaint to the Head of the Information Holder. The internal review shall be conducted in accordance with the provisions of the Access to Information Act, 2018.

6.2 Complaint to the Information Commission

Where an applicant is dissatisfied with the outcome of the internal review, or where the ACCS fails to respond within the statutory timeframe, the applicant may lodge a complaint with the Information Commission for investigation and determination, in accordance with the Access to Information Act, 2018.

6.3 Appeal or Judicial Review

An applicant may seek further redress through the courts by way of appeal or judicial review, as provided under the Access to Information Act, 2018 and other applicable laws.

6.4 Limitations Relating to Confidential and Investigative Information

Notwithstanding the above remedies, access to information held by the ACCS may be lawfully refused where disclosure is prohibited or restricted under the Anti-Corruption Act, 2016 and falls under exceptions to access of information under the ATIA 2018, including but not limited to:

- information relating to ongoing or concluded investigations.
- information subject to confidentiality obligations under the Anti-Corruption Act; and
- information whose disclosure may prejudice investigations, prosecutions, or the functions and independence of the Commission.

The Information Officer may refuse to grant access to information requested if it falls within an exemption in Part III of the ATIA 2018.

6.5 Other Lawful Remedies

Nothing in this section prevents an applicant from pursuing any other remedy available under written law, provided that such remedies do not conflict with the confidentiality, integrity, and statutory functions of the ACCS.

7. Categories of Records Available Without Request

Categories	Document Type	Available on website	Available upon ATIA request
Manual	- Publication of Information Manual	X	X
Legislations/Regulations	- Anti-Corruption Act, 2016	X	X
	- Public Officers Ethics Act, 2008	X	X
	- Public Persons (Declarations of Assets, Liabilities, and Business Interests) Act, 2016	X	X

Strategic Documents (Plans and Reports)	- Organisational profile	X	X
	- Annual Reports	X	X
	- Strategic Plan		X
	- Resource Management Guide	X	X
	- Stakeholder Management Guide	X	X
	- Managing Conflict of Interest Handbook	X	X
Forms	- Corruption Report Form	X	X
Governance and Management	- Policies, Frameworks and Standard Operating Procedures		X

8. Services Available and Access Procedures

8.1 Complaint

Members of the public may lodge a complaint/report an alleged corrupt conduct in the following manner.

- by speaking directly (direct visits) to a complaints officer at ACCS head office
- by speaking to a complaints officer via telephone on **+248 4326061**
- by sending a letter addressed to the ACCS Complaints Manager via P.O Box 1456
- by sending an email to complaints@accsey.com
- by filling in the online complaint form on ACCS' website (www.accsey.com)

Before making a complaint regarding suspected corrupt conduct, confirm that the matter falls within the ACCS jurisdiction. More details about the definition of corrupt conduct are found in the [About Corruption](#) section.

Checklist for reporting suspected corrupt conduct.

The checklist below ensures that sufficient information is submitted for the ACCS to assess and investigate the alleged corrupt practice. All complaints and information provided to the ACCS will be treated with the utmost confidentiality.

1. Name and contact details of Complainant (optional)

Anyone is entitled to make an anonymous complaint, but this may affect the effectiveness of the investigation as the ACCS may need to verify matters or obtain further details which can be difficult without contact information. In addition, the ACCS will not be able to advise the complainant of any decisions or action on the matter.

2. Identify the source of the alleged corrupt conduct.
Provide the names and positions of the individuals or authorities/organisations involved.
3. How you became aware of the matter
Include any relevant dates, time, and locations as well as names of individuals involved.
4. A summary of the matter
Details such as dates, time, locations and the names of individuals and/or organisations are very important when explaining what the complaint is all about.
5. Other organisations contacted
Provide the names of any organisations or regulators that the matter was reported to, the date of contact and their response.
6. Provide supporting documents as evidence.
Include details on any relevant documents or other information that may help the ACCS in their assessment. The actual documentation does not need to be included in the report.

8.2 Prevention

- Public entities may request the ACCS to conduct corruption awareness and prevention sessions in their respective organisations.
- The requests should be made in writing address to the Prevention Manager, or through email on preventionmanager@accsey.com
- The Prevention manager will liaise with the person making the request to establish the context, extend and resources required to deliver such sessions as well as any other required information that will guide the focus and effectiveness of the sessions.

9. Public Involvement in the formulation of policy or the exercise of powers or performance of duties by Anti-Corruption Commission Seychelles

The ACCS is an independent statutory body established under the Anti-Corruption Act, 2016. While the Commission is not subject to direction or control by any person or authority, the public plays an important role in supporting and informing the exercise of its functions.

Public involvement in the formulation of policy and the exercise of the powers and duties of the ACCS is facilitated through the following mechanisms:

9.1 Lodging of Complaints and Reports

Members of the public may lodge complaints or reports concerning alleged or suspected corrupt practices with the ACCS in accordance with the Anti-Corruption Act, 2016. Such

complaints may inform investigations, policy review, and recommendations made by the Commission.

9.2 Provision of Information and Cooperation

Members of the public may provide information, documents, or other relevant material to assist the ACCS in the performance of its investigative and preventive functions, subject to applicable legal safeguards and confidentiality requirements.

9.3 Public Education, Awareness and Outreach Activities

The ACCS engages the public through awareness campaigns, educational programmes, seminars, workshops, and public forums aimed at promoting integrity, transparency, and the prevention of corruption. Feedback received through these activities may contribute to the development and refinement of policies and strategies.

9.4 Recommendations and Representations

The public may submit recommendations, concerns, or representations relating to corruption prevention, ethics, and integrity in public administration. Such input may be considered by the Commission in the review of policies, procedures, and preventive measures.

9.5 Annual Reports and Public Accountability

The ACCS publishes annual reports and other public information outlining its activities, achievements, and challenges. These publications promote transparency and enable public scrutiny and engagement with the work of the Commission.

9.6 Limitations

Public participation does not extend to directing, influencing, or interfering with ongoing investigations, prosecutorial decisions, or confidential matters, which are governed by the Anti-Corruption Act, 2016 and other applicable laws.

10. Availability of the Manual

This Manual is made available in the following official language -

1. English

A copy of this Manual or the updated version thereof, is also available as follows:

1. On www.accsey.com;
2. At the head office of the public body for public inspection during normal business hours: 8:00 a.m. to 4:00 p.m.

3. To any person upon request
4. To the Information Commission upon request

11. Updating of the Manual

The Anti-Corruption Commission Seychelles will, if necessary, update and publish this Manual annually.

Issued by:



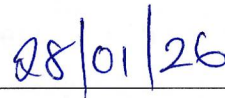
Aurestina Bonne
Information Officer



Date



May De Silva
Head of Information Holder



Date



OFFICAL STAMP

A handwritten signature in blue ink, consisting of a large loop followed by a smaller flourish.

