REPUBLIC OF KENYA

THE SOCIETY RULES

(Rule 2)

APPLICATION FOR REGISTRATION OR EXEMPTION

FROM REGISTRATION OF A SOCIETY

TO:

THE REGISTRAR OF SOCIETIES

P.O BOX 30031

NAIROBI.

 We the undersigned officers hereby apply for \*registration/exemption from registration under the societies Act.

The following are particulars of the society:

1. The name of the society
2. The objects of the society
3. The name of each organization or group of a political nature established outside Kenya, if any, of which the society is a branch or is affiliated to or connected with
4. The class or classes of persons to whom membership of the society is open to
5. The present number of members
6. The title of the officers of the society
7. The title, full names, not initials, occupations and addresses of the present or proposed officers…
8. The land and premises (if any) owned by the society and the manner in which such property is held or vested.

 \*Delete whichever is not applied for. P.TO

Provision has been made in the rules of the society for the following matters;

Number of the rule to which provision is made for each matter

Matters to be set forth in the rules

1. The name of the society
2. The whole of the objects for which the society is to be established
3. The persons to whom membership is open
4. The rates of entrance and subscription fee (if any) for membership
5. The method of suspension or expulsion of members
6. The title of officers, trustees and auditors and the terms of office and methods of their election, appointment, dismissal and suspension…
7. The composition of committees (if any) of the society, terms of office of members of such committees and the method of their election, appointment, dismissal and suspension
8. The authority for and the methods of filling vacancies on committees
9. The frequency of quorums for and dates for general meeting referred to in section 29 of the Act
10. The custody and investment of the funds and property of the society, and the designation of the persons responsible thereof
11. The purpose for which the funds may be used and in particular the prohibition of the distribution of funds among members
12. The inspection of books and list of members of a society, by any member or officer, under section 28(1) of the
13. The annual or periodical audit of accounts
14. The formation of branches may be formed
15. The manner of amending the name, constitution or rules of the society
16. The manner of the dissolution of the society and the disposal of its property on dissolution

(*Signed*) Chairman…………………………………………

 Secretary………………………………………...

 Treasurer ………………………………………..

 (*Officers*)

Date…………………………………………………………………………

**NOTES**

1. **This form must be submitted in duplicate and must be typewritten**
2. **This form must be signed by three office bearers and must be accompanied by two copies of the constitution or rules of the society and a notification in duplicate of the registrar’s office and address on FORM B**
3. **It must also be accompanied by a filling fee of ksh.2000**

 **GPK (L) 235-1Om-2-2007**