

Serial No.....

## **DELEGATES APPLICATION/VETTING FORM**

### **Instructions to Candidates**

1. **Fill PART A** of the form in full where applicable. Any blank space shall render the application to be considered incomplete.
2. Attach the following documents: -
  - I. Copy of National Identity Card
  - II. Copy of the latest payslip
  - III. Copy of National Identity cards for the Proposer and Seconder
  - IV. Copy of Secondary Education Certificate
  - V. Copy of Highest academic and/or professional certificates
  - VI. Copy of KRA PIN
  - VII. Two (2) color passport size photos
  - VIII. Letter confirming workstation from supervisor
3. You can only represent a Campus/Electoral zone where you are currently based, or for purposes of representation CHUNA considers as part of another campus/electoral zone due to merging with another. Your Proposer and Seconder **MUST** be from that same Campus/Electoral zone.
4. The Form **MUST have no alteration** whatsoever. In case the form is spoilt download a new one from CHUNA website.
5. The duly filled Form should be submitted back to CHUNA office by latest **3.00 p.m. Wednesday 5<sup>th</sup> March ,2025**
6. Feedback of vetting results will be communicated upon completion of the exercise from **5.00 p.m. Wednesday 5<sup>th</sup> March ,2025**
7. Submission of appeals to the Director of Co-operatives through Chuna offices will be received from **9.00 am to 11.00 am** on **06<sup>th</sup> March ,2025**.
8. Feedback of the appeals results will be communicated to concerned parties from **1.00 pm** on **6<sup>th</sup> March 2025**.



**1. PART A: APPLICANTS PARTICULARS**

NAME.....CHUNA NO.....PF NO.....

ID. NO.....CAMPUS..... DUTY STATION.....

DATE OF BIRTH .....EXPECTED DATE OF RETIREMENT.....

NAME OF PROPOSER..... CHUNA NO.....

NAME OF SECONDER.....CHUNA NO.....

NO	ELIGIBILITY CRITERIA	APPLICANT USE		VERIFICATION (OFFICIAL USE)	
		YES	NO	YES	NO
1.	Do you have minimum Non-withdrawable Deposits of Kshs 100,000.00 not achieved via boosting?				
2.	Do you have minimum Share Capital of Kshs 41,500.00?				
3.	Do you possess a minimum Secondary Education? (Attach relevant Certificate)				
4.	Do you have active FOSA account with at least minimum balance of Kshs 5,000.00 for the last three months prior to the elections or process your salary through Chuna SACCO for the last 6 months?				
5.	Have you been a member for 24 months consecutively without a break?				
6.	Have you been adversely named in the following reports endorsed by an Annual or Special General/Delegates Meeting; a) 2016 SASRA Inspection Report. b) 2018 Commissioners Inquiry report. c) 2021 Forensic Audit report				
7.	Have you ever been charged of any offence involving Dishonesty, a crime involving fraud, perjury or breach of contract of a licensed financial institution?				
8.	Do you have any un-cleared debt owing to the SACCO at the end of the last financial year other than in respect of a loan under the provision of any rules made under the act and SACCO bylaws?				
9.	Are you a Board member of another existing SACCO Society licensed under the Act? If yes, kindly indicate the name of the SACCO				
10.	Do you hold any money belonging to the SACCO other than a loan at the end of the last financial year?				
10.	Have you ever been declared bankrupt?				
11.	Are you above twenty-one years of age?				
12.	Are you an official of or hold any political office at any level? If yes, please indicate name of the party				
13.	Have you been removed from a public office on disciplinary Action?				
14.	Do you own a business that deals with money lending?				
15.	Do you conform to minimum qualification standards in accordance with the applicable law?				

#### DECLARATION

I declare that the information I have given above is true to the best of my knowledge.

Name.....Signature.....Date.....

**"The University Sacco"**

**PART B: VETTING AND VERIFICATION OF REQUIRED DOCUMENTS (FOR OFFICIAL USE)**

	DOCUMENT	ATTACHED	NOT ATTACHED	VERIFICATION
	Copy of national Identity Card of Applicant			
	Copy of national Identity Card of Proposer			
	Copy of national Identity Card of Secunder			
	Copy of KRA PIN Certificate			
	Copy of highest Academic Certificate			
	Copy of professional qualifications certificates			
	Copy of a letter confirming your current workstation from your supervisor			
	Two copies of latest passport photos			

**PART C: VETTING AND VERIFICATION OF REQUIRED DOCUMENTS (OFFICIAL USE ONLY)**

NO	SECTION	YES	NO	Verification notes
	Has provided all the information required in Part A. Proposer and Seconders particulars match as per ID			
	Proposer's and Secunder's come from the same electoral zone as the applicant			
	Applicant indicated the position he/she is Applying for.			
	According to information provided is the applicant a Kenyan or a foreigner?			
	Any matter noted which might require clarification from the Applicant?			

**FOR OFFICIAL USE ONLY (VETTING COMMITTEE) REMARKS**

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Approved to contest

NOT approved to Contest





**REASONS FOR DISQUALIFICATION (IF NOT APPROVED)**

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**DETAILS OF THE VETTING COMMITTEE MEMBERS**

NAME: .....TITLE.....SIGNATURE..... DATE.....

NAME: .....TITLE.....SIGNATURE..... DATE.....

NAME: .....TITLE.....SIGNATURE..... DATE.....

NAME: .....TITLE.....SIGNATURE..... DATE.....

NAME: .....TITLE.....SIGNATURE..... DATE.....