

MEMBERSHIP REGISTRY

1. MEMBER PROFILE

- Principal Member Name: _____
- Secondary Contact (Spouse/PA): _____
- Primary Residence Address: _____
- Alternative Residences (Coast/Upcountry): _____

2. MEMBERSHIP SELECTION

Please select your level of stewardship:

1. The Essentialist

- 1. Designed for busy professionals who need a fixer for recurring chores.
- 2. Ksh 35,000/-per month .
- 3. 8 hours of service time per month.
- 4. Key services
 - pantry restocking
 - Bill payments
 - Document pick and drop
 - Laundry pick and drop
- 5. Perk:one emergency run (2 hours) per month.

2. The Prestige

- 1. For those families who need their houses to run seamlessly
- 2. Ksh 85,000/-per month
- 3. Up to 25 hours of service time.
- 4. All essential level services.
- 5. Property wellness checks while you are away.
- 6. Overseeing third party work on your property.(dstv,repairs,plumbing...etc)
- 7. Vehicle maintenance management
- 8. Perk:one emergency run

3.The Exquisite

- 1. Designed for Ultra-High-Net-Worth C.E.O.'s & Business people.
- 2. Ksh 150,000/- per month.
- 3. Up to 60 hours of service per month.
- 4. Full lifestyle management(all your errands)

5. Proxy representation in a meeting or function.
6. Event planning assistance.
7. Gift sourcing.
8. Private shopping

Out-of-Town Concierge Services

For clients who require seamless support beyond city limits, our 'Kiuki Out of Town' Concierge Services offer discreet, reliable, and highly professional assistance wherever your needs take us.

We manage your tasks with precision, confidentiality, and attention to detail, allowing you to remain focused on what matters most while we handle the logistics on your behalf.

Scope of Services

- Professional handling of out-of-town errands and assignments.
- Secure collection and delivery of documents or parcels.
- Liaison with offices, institutions, and service providers.
- On-site representation and follow-ups as required.
- End of day reports and or end of errand reports.

Service Terms

- All travel costs, accommodation, and related logistics are covered by the client
- Service fees are based on task complexity and duration unless one is on a tier membership already.
- Engagements are scheduled by prior arrangement

3. OPERATIONAL AUTHORIZATION

I, the undersigned, hereby authorize Kiuki Concierge to act as my designated proxy for:

- a) Vendor Access: Authorizing and supervising home repairs/maintenance by third parties.
- b) Automotive Logistics: Operating and transporting vehicles for service/detailing at your preferred dealerships.
- c) Administrative Proxy: Handling utility payments and government filings (KRA/NTSA), documents and liaison.
- d) Financial Proxy: Managing the monthly operational "Float" for provisions.
- e) Bespoke gift sourcing: birthdays, anniversaries, seasonal greetings and others.

4. EMERGENCY PROTOCOLS

In the event of an emergency and the Principal is unreachable, please contact:

Name: _____

Relation: _____

Phone number: _____

Medical Preference:

Aga Khan

Nairobi Hospital

Other: 1 _____

Other 2 _____

Dr of choice 1. _____

2 _____

.Security Priority:

Immediate Evacuation

Property Lockdown

5. FINANCIALS & RETAINER

- Monthly Retainer Amount:

-
- Initial Operating Float:

_____ (Recommended: 1 month's expenses)

Billing Preference:

- M-Pesa
- Bank Transfer

6. DISCRETION & NON-DISCLOSURE

Kiuki Concierge operates under a strict Zero-Trace Policy. We do not disclose client identities, residence locations, or lifestyle habits to any third party. Our staff are contractually bound by lifelong non-disclosure agreements.

7. DECLARATION

I elect to join Kiuki Concierge and agree to the terms of the Service Agreement provided. I understand that the efficiency of this service relies on open communication of my needs and preferences.

Name & Signature of Principal:

Date: _____

Lead Steward Name & Signature:

Date: _____