



## MINISTRY OF LABOUR AND SOCIAL PROTECTION

### STATE DEPARTMENT FOR SOCIAL SECURITY & PROTECTION DIRECTORATE OF SOCIAL DEVELOPMENT

#### APPLICATION FORM FOR REGISTRATION OF SELF- HELP GROUPS AS PER THE COMMUNITY GROUPS REGISTRATION ACT, No. 30 of 2022.

COUNTY	CONSTITUENCY	SUB-COUNTY	WARD

#### 1. Basic information of the Group

Name of Group .....

Date of Registration.....

Type of Group (**Tick one**)    Youth    Women    Men    Mixed    Persons with disabilities    Older Persons    Community Project    Other, specify.....

Is the group a Special Interest Group?  Yes       No

Division.....Location.....Sub-

Location.....Village/Estate.....

Year of Formation.....Postal Address.....Physical Address/Landmark.....

Email..... Mobile.....

Website (where applicable).....

a. Who mobilized your members to seek official registration (**Tick**)?

- Self
- Officer from Social Development Office
- Social Development Committee
- MDCAs , specify.....
- CBO
- NGO
- FBO
- NGAO  Others. Indicate.....

**b. Official meetings:**

Meeting Venue..... Meeting Day(s)..... Time.....

## **2. Membership of the Group**

	<b>Female</b>	<b>Male</b>	<b>Intersex</b>	<b>Total</b>
<b>Total Number of members at the time of registration</b>				
Number of Persons with Disabilities (PWDs)				
Number of Youth (18-35 years)				
Number of Older Persons (60+ years)				

## **3. Office Bearers: -**

Date elections were conducted:..... Method of voting:.....

Elections Venue:..... Supervised By:..... Title:.....

Contact Address/Tel. No:..... Confirmed by:.....

Title:..... Contact Address/Tel. No:.....

<b>No</b>	<b>Position</b>	<b>Name of Person</b>	<b>F</b>	<b>M</b>	<b>ID/No.</b>	<b>Mobile/Email</b>	<b>Signature</b>
1.	Chairperson						
2.	Secretary						
3.	Treasurer						
4.	V/Chairperson						
5.	V/Secretary						
6.	Committee Member						
7.	Committee Member						

\*Attach a separate list of committee members if they exceed seven(7)

## **4. Group Objectives**

- i. .....
- ii. .....
- iii. .....

## **5. Group Activities**

a) Type of Activity(ies) - tick as appropriate

1.	Business
2.	Community project
3.	Crop farming
4.	Cultural/traditional activities
5.	Environment Conservation
6.	Financial services
7.	Fishery
8.	Health care
9.	Livestock rearing
10.	Poultry keeping
11.	Skills development
12.	Tourism
13.	Youth empowerment
14.	Merry-go-round
15.	Table banking
16.	Other(s)

b) Specify your main activity.

.....

## **6. Future Plans/Activities (if any)**

- i. .....
- ii. .....
- iii. .....

## **7. How does the Group intend to fund its Activities (*Tick as appropriate*) –**

Members Contributions  Loans  Donations  Grants  Others.....

## **8. Applicants Signature**

**Position**  Chairperson  Secretary  Treasurer (all officials to sign)

### **Chairperson**

Name..... Telephone.....

Signature..... Date.....

### **Secretary**

Name..... Telephone.....

Signature..... Date.....

### **Treasurer**

Name..... Telephone.....

Signature..... Date.....

## **FOR OFFICIAL USE**

### **1. Recommended by**

#### **Chief/ Assistant Chief (Mandatory)**

Name.....

Location/Sub-location..... Date.....

Stamp..... Signature.....

#### **Relevant Technical Ministry/Department (where applicable )**

Ministry/Department.....

Name of Officer .....Title.....

Signature.....Date..... Stamp.....

### **2. Approved and Registered by County Coordinator/ Sub-County Officer for Social Development**

Name..... Title:.....

Signature.....Date..... Stamp.....

## **REQUIREMENTS FOR THE REGISTRATION OF A GROUP**

1. Name search
2. Minutes of the meeting seeking registration and showing elected officials **MUST** be attached to the application forms.
3. List of All members duly signed with Name/Position/Mobile. No/ID No. and Signatures **MUST** be attached to the application forms.
4. ID copies for all members.
5. Application Form **MUST** be accompanied by the Group Constitution.
6. Pay Approved Registration fee of **Ksh.1, 000/=**

### **NOTE:**

**After Registration**, the Group **Must** adhere to the following;

- i. Renew the Certificate **Annually after the first two years of registration.**
- ii. Submit **Annual** Progress Reports to the Director Social Development
- iii. Allow accessibility of records to the Director Social Development upon request or when demanded to do so.

**Failure to adhere to the above requirements will result to Non-registration/Deregistration.**