**FINAL REVIEWED MSE FORMS**

***FORM MSEA AS 1 R(4)1***



*Entrepreneurship transforming Kenya*

**APLICATION FOR NAME SEARCH**

TO: Registrar of Micro and Small Enterprises.

We / I, hereby apply for a name search for Registration of an Association/ Umbrella Organization.

The proposed names are:

1. …………………………………………………………………………………………………

2. ………………………………………………………………………………………………

3. ………………………………………………………………………………………………

1. Name…………………………………………………………
2. Contact Address………………………………………….
3. (i)Postal ……………………………………………………….
4. (ii)E-mail……………………………………….………………
5. (iii)Telephone Nos. ………………………………………

(Signed) ……………………………………

……………………………………

…………………………………….

Dated:-……………………………………………………………….

***FORM MSEA AS 2 R(4)2***



*Entrepreneurship transforming Kenya*

**SEARCH CERTIFICATE AND RESERVATION**

We acknowledge search application and reservation of the following name(s)

1.……………………………………………………………………………………………….

2. ………………………………………………………………………………………………

3. ………………………………………………………………………………………………

This is to confirm that the above name is {available/not available}.

{If available, insert the following}

NB:

The reservation is valid for the next 30 days from the date hereof {insert current date}

{If extension approved}

NB:

The reservation has been extended for the next 30 days from the date hereof {insert current date}

**………………………………………**

***Registrar Micro & Small Enterprises***

***FORM MSEA AS 3 R 5(1)***



*Entrepreneurship transforming Kenya*

**APPLICATION FOR REGISTRATION OF AN ASSOCIATION**

**OR UMBRELLA ORGANIZATION**.

To:

The Registrar of Micro and Small Enterprises.

We the under signed Officers, hereby apply for Registration under the Micro and Small Enterprises Act, 2012;

(a) Name of Association/ Umbrella Organization. ……………………………………………

(b) The main objectives of this Association/ Umbrella Organization…………………………

(c) Contact Address of the Association/ Umbrella Organization ………………………………

(i) Postal Address of the Association/ Umbrella Organization …………………………

(ii) E-mail Address of the Association/ Umbrella Organization ……………………......

(iii) Telephone Nos. of the Association/ Umbrella Organization ……………………....

(d) The classes of persons to whom membership is open………………………………………

(e) The Number of Members…………………………………………….

We the undersigned officers, hereby confirm that, the constitution of the association/ umbrella organization provides for all matters specified in the first schedule of the Act.

(Signed) Chairperson…………………………………

Secretary………………………………….

Treasurer………………………………….

***FORM MSEA AS 4 R5(1)***



*Entrepreneurship transforming Kenya*

**APPLICATION FOR REGISTRATION OF A MICRO AND SMALL ENTERPRISE**.

To:

The Registrar of Micro and Small Enterprises.

I apply for Registration under the Micro and Small Enterprises Act, 2012;

(a) Name of the Enterprise. ………………………………………………..

(b) The main objectives of the Enterprise…………………………………..

(c) Contact Address of the Enterprise ……………………………………...

(i) Postal Address of the Enterprise ………………………………...

(ii) E-mail Address of the Enterprise …………………….................

(iii) Telephone Nos. Enterprise ……………………..........................

(d) The classes of persons to whom membership is open……………………………

(e) The Number of Members (if any)………………………………………………..

I hereby confirm that, the Constitution of the Enterprise provides for all matters specified in the first schedule of the Act.

(Signed) MSE/ Applicant……………………………………..

***FORM MSEA AS 5 R5(2)***



*Entrepreneurship transforming Kenya*

# 

# **MEMBERS DETAILS**

# **APPLICANT DETAILS**

1. Surname Name: ……………………… Other names ………………………….. ………………………..………………… Title (Mr/Mrs/ Miss): …..……………..

2. **Tel:** …………..…….................. **Mobile:** ………...……………………………

**E-Mail**: ……………………………..**Website**: ………………………………………

3. **National Identity Card:** ………………...……… **County**: ………………………..

4. **Sub County:** …………………………………… **Ward:** ………………………….

5. **Nearest Land Mark:** ………………………… **Nearest Land Mark**: ……………

**B. COMPANY DETAILS**

6. **Business name:** ………………………………………………………………………

1. **Business Registration No:** ............................. **Registration Date (if any):** ………….
2. **Business category** *(as per Business Registration Card)*

Agribusiness Manufacturing  Services 

Trade  ICT Others 

1. **Business Sub-category** e.g. plumber, cyber cafe, maize farmer, water production

*…………………………………………………………………………………………………...*

1. **Products Details** *(List of products manufactured or services offered)*

*………………………………………………………………………………………………………………….*

1. **Status of Applicant:** Individual  Company  Society/ Partnership 
2. **Status of Business:** New  Existing  Operational since Year: ………….
3. **Youth**  **Women**  **Person with Disability(PWD) New** 
4. **Enter the Youth/Women/PWD registration number**…………….…………………
5. **Date of admission into UO/AS:** …………………………………………………….
6. **UO/AS Membership Number:** ……………………………………………………..
7. **Annual Turnover (Kshs):** Actual: ………........ Projected: ………………
8. **Actual number of employees:** ………… Projected number of employees: …………
9. **Documents to be submitted** (*Photocopies*)

National Identity Card/s  KRA PIN  Receipt of fee paid 

Particulars of company/ Extract of file  Financial Statements (last 2 yrs) for existing companies’ *(N.B Additional information and documents may be requested)*

# **DECLARATION**

I, the undersigned, declare (a) the particulars and information given above are, to the best of my knowledge, true and correct; and (b) l have not wilfully concealed any material fact.

I am aware that in case l have given any false information or document for the purpose of this application, same may be rejected or the Registration Certificate cancelled, as appropriate. I also consent that my contact details may be disclosed for business purposes. Please Tick Yes  No 

Name: …………………………….. Designation: …………

Signature of Applicant: …………… Date: …………………

Applicants can e-mail this form together with required documents (scanned version) to [registrarmse@msea.go.ke](mailto:registrarmse@msea.go.ke)

***Form MSEA AS 6 R 6(1)***

SERIAL NO……….



*Entrepreneurship transforming Kenya*

**THE MICRO AND SMALL ENTERPRISES AUTHORITY**

This is to certify that

..........................................................................................................................

has been duly registered as an

**Association/umbrella organization**

Pursuant to and in accordance with Section 6 & 7 of The Micro & Small Enterprises Act, 2012, and that on the ............... day of .........................such name was entered in the Register of The Micro & Small Enterprises. Given under my hand and Common Seal of the Micro and Small Enterprises, at NAIROBI

This .....................................day of...................................................

**………………………………………**

***Registrar Micro & Small Enterprises***

***Form MSEA AS 7 R 6(1)***

SERIAL NO……….



*Entrepreneurship transforming Kenya*

**THE MICRO AND SMALL ENTERPRISES AUTHORITY**

This is to certify that

..........................................................................................................................

has been duly registered as a

**Micro and Small Enterprise**

Pursuant to and in accordance with Section 6 & 7 of The Micro & Small Enterprises Act, 2012, and that on the ............... day of .........................such name was entered in the Register of The Micro & Small Enterprises. Given under my hand and Common Seal of the Micro and Small Enterprises, at NAIROBI

This .....................................day of...................................................

**………………………………………**

***Registrar Micro & Small Enterprises***

***FORM MSEA AS 8 R. 7(2)***



*Entrepreneurship transforming Kenya*

**NOTIFICATION OF THE REGISTRAR’S INTENTION TO CANCEL /SUSPEND REGISTRATION OF AN ASSOCIATION/UMBRELLA ORGANIZATION/MSE.**

To:- ………………………………………………………………………………..

**PURSUANT** to Section 9 (2) of the Micro and Small Enterprises Act, 2012, **NOTICE** is hereby given of the Registrar’s intention to cancel/ suspend your registration under the said Act on the following grounds: -…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

You are hereby required, within thirty (30) days from the date hereof to show cause why your registration should not be cancelled/suspended.

Dated at NAIROBI this………….. day of…………….20………...

**………………………………………**

***Registrar Micro & Small Enterprises***

***FORM MSEA AS 9 R. 7(4)***



*Entrepreneurship transforming Kenya*

**CANCELLATION /SUSPENSION OF REGISTRATION OF AN ASSOCIATION/UMBRELLA ORGANIZATION.**

To The: ……………………………………………………………………………………..

**PURSUANT** to Section 9 of the Micro and Small Enterprises Act, 2012, your registration as an Association/ Umbrella Organization is hereby cancelled/ suspended forthwith on the following grounds: ……………………………………......................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................

Dated at NAIROBI This………….. day of…………….20………........................................

**………………………………………**

***Registrar Micro & Small Enterprises***

***FORM MSEA AS 10 R. 8***



*Entrepreneurship transforming Kenya*

**NOTIFICATION OF CHANGE OF PARTICULARS.**

To;

The Registrar of Micro and Small Enterprises:

The ……………………………………………………......association/umbrella Organization

We hereby give notice that; the following changes have been made in the association/ umbrella organization in accordance with the Act.

(a) Change of physical Address. w.e.f……................from …….................to..........................

(b) Change of Titles and Name of Officials. w.e.f………………from………....to....................

(Signed) Chairman…………………………………………

Secretary …………………………………………

Treasurer ………………………………………….

Dated:

***FORM MSEA AS 11 R. 9***



*Entrepreneurship transforming Kenya*

**REGISTER OF MSE ASSOCIATION/UMBRELLA ORGANIZATION.**

Name: …………………………Reg. No. …………………………

Physical Address: ………………………………

Postal Address: ………………………………….

Branches; ……………………………………………

----------------------------------------------------------------------------------------------------------------

Date of Application ………………

Date of Registration …………………

Date of Cancellation ……………

Date of Suspension ……………….

Date of Dissolution ………………

----------------------------------------------------------------------------------------------------------------

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Titles | Full Names | Occupation | Contacts/Address | Date of Appointment | Date of Cessation |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Officials of the Association

Total number of Members…………………………

Details of the members as per Form **MSEA AS 5**

***FORM MSEA AS 12 R. 10 (4)***



*Entrepreneurship transforming Kenya*

**ELECTION OF OFFICIALS RETURN FORM**

Name of Association …………………………………………………..

Location ………………………………………………………..........… Constituency...................................................................................... County……………………………………………………………....

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Position | Name of Elected Candidate | Valid votes in figures |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Signatures of Candidates or Agents

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Name of Candidate or Agent | Official Designation | Contact | Signature | Date |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

We, the undersigned, being present when the results of the count were announced, do hereby declare that the results shown above are true and accurate count of the ballots in……………………………………….…Association/Umbrella Organization

Presiding Officer: ………….………………Signature………….......Date..................

Election Coordinator: …………………………Signature ……………… Date..................

***FORM MSEA AS 13 R. 13***



*Entrepreneurship transforming Kenya*

**ANNUAL RETURNS**

Of the ……………………………………………….........Association/Umbrella Organization

For the year ending 31st December 20…………………………………......................................

If there have been changes since the date of application for registration or the date of the last annual returns, whichever is later, then specify such changes in the appropriate paragraph as under:-

(a) The name of the Association/Umbrella Organization.

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

(b) The objects or constitution or rules of Association/Umbrella Organization

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

(c) The class or classes of persons to whom its membership is open

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

(d) The Titles of its Officials

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

(e) Land and premises which the Association/Umbrella Organization owns

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….

(Signed) Chairman………………………………….

Secretary ……………………………………….

Treasurer …………………………………………

We hereby give notice that; the following changes have been made in the association in accordance with, the Act.

(a) Change of physical Address, w. e. f……………………………

…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..…………………… (b) Change of Titles and Name of Officials. w.e.f……………………………

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….

(c)Change of name of the Association/ Umbrella Organization

…………………………………………………………………………………………………

(d) Changes and Amendments of the Constitution.

……………………………………………………………………………..................................

(e) Formation of Branches

……………………………………………………………………………………………………

(f) Changes in Membership (indicate numbers) (i) Deceased………...(ii) Resignation…………

(ii) New Members………………………………………(to fill Form ***MSEA AS 5****)*

(Signed) Chairman………………………………….

Secretary ……………………………………….

Treasurer ………………………………………….

Dated:……………………

***FORM MSEA AS 14 R. 13***



*Entrepreneurship transforming Kenya*

**MSE ANNUAL RETURNS**

Of the ……………………………………………….......................................................MSE

For the year ending 31st December 20…………………………………......................................

If there have been changes since the date of application for registration or the date of the last annual returns, whichever is later, then specify such changes in the appropriate paragraph as under:-

(a) The name of the Micro and Small Enterprise.

…………………………………………………………………………………………………………………………………………………………………………………………………………

(Signed) Micro and Small Enterprise…………………………………………………………..

Notice is hereby given that the following changes have been made in the MSE in accordance with, the Act.

(a) Change of physical Address, w. e. f…………………………………………………………..

………………………………………………………………………………………………………………………………………………………………………………………………………….

(b) Change of name of the Micro and Small Enterprise

…………………………………………………………………………………………………

(Signed) Micro and Small Enterprise………………………………………………………….

Dated:…………………………………………………………………………………………..