

THE CERTIFIED PUBLIC SECRETARIES (APPLICATION FOR REGISTRATION) (FORM AND FEES) REGULATIONS

[Legal Notice 355 of 1990, Legal Notice 117 of 2009, Legal Notice
39 of 2010, Legal Notice 1 of 2011, Legal Notice 173 of 2015]

1. These Regulations may be cited as the Certified Public Secretaries (Application for Registration) (Form and Fees) Regulations, 1990.

2. An application for registration shall be in form RCPSB 1 set out in the Schedule.

[L.N. 39/2010, r. 2.]

3. (1) The prescribed fee under section 19(2) of the Act shall be—

- (a) ten thousand shillings for registration;
- (b) fifteen thousand shillings for re-registration.

[L.N. 117/2009, r. 2, L.N. 173/2015, r. 2]

(2) The fee prescribed under subregulation (1) shall not be refundable whether the application is granted or not.

SCHEDULE

CONFIDENTIAL

CERTIFIED PUBLIC SECRETARIES OF KENYA ACT

[Cap. 534]

RCPSB 1

(r. 2)

[L.N. 39/2010, r. 3, L.N. 1/2011, r. 2.]

REGISTRATION OF CERTIFIED PUBLIC SECRETARIES BOARD, KENYA
APPLICATION FOR REGISTRATION

The Registrar

Registration of Certified Public Secretaries Board

P.O. Box 58218–00200 NAIROBI

1. Surname (Mr /Mrs /Miss /Ms/Dr/Prof)

(BLOCK LETTERS)

Other Names

(BLOCK LETTERS)

University and/or Professional affixes

Postal Address

Residential Address

.....

Email Address

Telephone No. Office Mobile

Date of Birth (see note 3)

Nationality

Have you previously applied to the Board for Registration? YES? NO

If yes, state date(s) of previous application(s)

Certified Public Secretaries of Kenya

[Subsidiary]

2. I, the above-named, hereby apply to have my name as stated above entered in the Register of Certified Public Secretaries of Kenya.

3. I enclose a banker's cheque/personal/company cheque for KSh in payment of the prescribed registration fee which I understand is not refundable (see note 5).

PERSONAL PARTICULARS

(All particulars set out in numbers 4-11 must be completed and the declaration at number 12 signed)

4. EDUCATIONAL BACKGROUND

School, From To	EXAMINATION PASSED			
University	Name	Degree, //Class/	Year	
or Other	of	Diploma, Division		
Institution	Examining	Certificate attained//		
	Body	awarded		
		(see note		
		6)		

5. PROFESSIONAL SECRETARIAL AND ADMINISTRATIVE EXAMINATIONS

Name of	Registration	Sections,	Date	Remarks
Examining	No.	Stages, Parts	Passed/	
Body		Passed/	Exempted	
		Exempted (see		
		note 7)		

(a) PROFESSIONAL EXPERIENCE AND PRACTICAL TRAINING (see note 8)

Name and	From	To	Position Held	Description of
Address of				Responsibilities
Organizations				

(b) CPD CREDIT HOURS (where applicable) I have attended various programmes organized by the Institute of Certified Public Secretaries of Kenya – ICPSK as shown here below and acquired the requisite CPD Credit hours.

Training Programme	Date of Event	CPD Credit Hours
		attained

7. OTHER QUALIFICATIONS (specify with dates)

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I am a member of the following institutions:

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.....

8. HONOURS/DISTINCTIONS RECEIVED

.....

.....

9. ARTICLES/PUBLICATIONS WRITTEN

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.....

10. Have you ever been convicted on any criminal offence in a court of law? If yes give details.

(a) Offence for which convicted

.....

(b) Date and place of conviction

.....

(c) Sentence imposed

.....

11. Are you ordinarily resident in Kenya? YES /NO

If Yes, state from what date

12. I declare that the foregoing statements are true in every respect and that none of the disqualifications listed in section 21 of the Act, apply to me. I acknowledge that any statement contained anywhere in this application which is known by me to be false shall invalidate this application and any decision reached thereon by the Board. I have read the Certified Public Secretaries of Kenya Act (Cap. 534). I am aware of the penalties stipulated in section 19 (5) of the Act and I understand that, if registered, I shall be bound thereby and by any amendments thereto so long as my name remains in the Register.

Applicant's Signature

Dated on the 20.....

FOR OFFICIAL USE ONLY

Application No. Date Received

Date Acknowledged Receipt No Date

Approved/Rejected Minute No Deferred Minute No

Date Notification sent Registration No Gazette Notice No.

Chairman's Signature

Certificate DispatchedteCertificate Acknowledged Member's
SignatureRegistrar's Signature Date

Date

APPLICATION FOR REGISTRATION AS A CERTIFIED PUBLIC SECRETARY— GUIDANCE NOTES

1. A person wishing to be registered as a Certified Public Secretary shall apply to the Registration Board in the prescribed form (RCPSB 1).

2. A person is qualified to be registered on meeting the requirements of section 20 of the Certified Public Secretaries of Kenya Act, (Cap. 534) of the laws of Kenya as listed hereunder:

- (a) Has been awarded by the Examinations Board (KASNEB) a certificate designated the final certificate of Certified Public Secretaries Examinations;
- (b) Holds a qualification approved by the Registration of Certified Public Secretaries Board (RCPSB);
- (c) Was on 30th June, 2002 both a citizen of Kenya and a member of the professional body known as The Institute of Chartered Secretaries and Administrators;
- (d) Was on 30th June, 2002 both ordinarily resident in Kenya and a member of the professional body known as The Institute of Chartered Secretaries and Administrators;

[Subsidiary]

- (e) Was on 1st November, 1989 registered as an Accountant under section 24(1) of the Accountant Act; or
- (f) Was on 30th June, 2002 an Advocate of the High Court of Kenya.

3. A copy of the Birth Certificate certified by a Commissioner of Oaths must be submitted with the application. Applicant should provide two (2) recent coloured passport size photographs certified by a Commissioner of Oaths.

- (a) If a Kenyan, a copy of both sides of ID/Card, or if Non-Kenyan current work permit together with copies of pages 1 to 5 and the last page of the passport are required.
- (b) A Non-Kenyan shall produce a copy of suitable identification document (for instance the ID card of his country, passport or any other acceptable document in lieu of a work permit, passport, etc.)

5. Application fees are payable by cheque drawn in favour of the Registration of Certified Public Secretaries Board at a prescribed fee of KSh. 7,500 for Kenyans and KSh. 18,000 for Non-Kenyans.

6. Copies of Educational and Professional Certificates certified by a Commissioner of Oaths should be enclosed with the application. Original Certificates when called for may either be delivered at the Board's Offices on 7th Floor, Treasury Building or sent by registered post. No responsibility will be accepted by the Board for lost certificates. The required copies of certificates are as follows:

- (a) "O" Level
- (b) "A" Level—where applicable
- (c) Degree—where applicable
- (d) Relevant professional qualifications.

Cases of Affidavits with regard to lost/misplaced certificates must be accompanied by evidence from institutions awarding the certificates.

- (a) Applicants who hold KASNEB qualifications will be required to include a copy of CPS Part I, CPS Part II and CPS final Certificate (CPS Part III) from KASNEB duly certified by a Commissioner for Oaths.
- (b) If granted exemption from any sections, stages or parts of any examination, this should be stated.
- (c) Holders of foreign qualifications will only be registered on provision of membership certificates from their respective Institutes.

8. Give full details of your professional experience and practical training record during the last five years starting from your present appointment. Each employment must be confirmed by a letter from the employer (including present employer), and/or professional body on official or business note paper specifying:

- (a) Date of commencement and/or termination.
- (b) Nature and scope of duties.
- (c) Specify whether employment was full-time or part-time.
- (d) Character and Professional Conduct—confirmed by Present or Previous Employers.

9. A Commissioner of Oaths should certify all photocopies of certificates and documents confirming they are true copies of the Originals. The same Commissioner of Oaths should issue the applicant with a letter confirming that the applicant is a person known to him/her.

10. Applicants are required to note that application for registration will be received at the Board's Office subject to compliance with all the requirements outlined in these notes.