



Republic of Kenya

MINISTRY OF LABOUR AND SOCIAL PROTECTION

STATE DEPARTMENT FOR SOCIAL SECURITY & PROTECTION
DIRECTORATE OF SOCIAL DEVELOPMENTAPPLICATION 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
- ☐ MDCA's , specify.....
- ☐ CBO
- ☐ NGO
- ☐ FBO
- ☐ NGAO ☐ Others. Indicate.....

b.Official meetings:

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

2. Membership of the Group

	Female	Male	Intersex	Total
Total Number of members at the time of registration				
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:.....

No	Position	Name of Person	F	M	ID/No.	Mobile/Email	Signature
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.