



BOARD NOMINATION FORM

1. PERSONAL INFORMATION

- a) Name.....
- b) Year and Place of birth:
- c) Gender (M/F).....
- d)KRA Personal Identification Number.....
- e) National ID. No.
- f) Postal Address:
- g) Highest Educational Qualification and year obtained.....
- h)Professional Qualifications and years obtained.....

2. DESCRIPTION OF PAST AND CURRENT EMPLOYMENT

| Name of Employers/Business | Period | Position Held | Reasons for Leaving |
|----------------------------|--------|---------------|---------------------|
| | | | |
| | | | |
| | | | |
| | | | |
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3. DESCRIPTION OF PAST AND CURRENT DIRECTORSHIP IN INSTITUTIONS

| Name of Institution | Date of appointment | Position Held in case of executive | Remarks |
|---------------------|---------------------|------------------------------------|---------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Key:

- (A). Refers to date election/ nominated
- (B). Refers to date of retirement
- (C). Refers to reasons for retirement or resignation



4. DESCRIPTION OF PAST AND CURRENT MEMBERSHIP OF PROFESSIONAL BODIES.

| Name of Body | Member No. | Position held (if any) | Past memberships |
|--------------|------------|------------------------|------------------|
| | | | |
| | | | |

Key

E: Refers to date of retirement

F: Refers to reasons for retirement or resignation

5. QUESTIONNAIRE

5.1 Have you served for at least three (3) years as a MZIMA SPRINGS Sacco member.....?

Have you ever applied for directorship in any organization?

If so, give particulars _____

5.2 Have you at any time been convicted of any criminal offence in any jurisdiction? _____

If so, give particulars of the court in which you were convicted, the offence, the penalty imposed and the date of conviction _____

5.3 Have you, or any entity with which you have been involved in, been censured, disciplined, warned as to future conduct, or publicly criticized by any Regulator and Nominating Committee authority or any professional body in the country?__If so, give particulars _____



5.4 Have you, or has any entity with which you are involved, or have been associated as a director, shareholder or manager, been the subject of an investigation by a government department or agency, professional association or other Regulator and Nominating Committee body? If so, give particulars _____

5.5 Have you ever been dismissed from any employment, or been subject to disciplinary proceedings by your employer or barred from joining any profession or occupation?
If so, give Particulars

5.6 Have you ever been barred entry or suspended from a professional body? If so give particulars _____

5.7 Have you ever failed to satisfy any debt considered due and payable by you on an order of a surcharge or court, or have you made any compromise arrangement with your creditors within the last 10 years? If so, give particulars _____

5.8 Have you ever been declared bankrupt by a court of law or has a bankruptcy petition ever been served on you? If so, give particulars. _____

Has any institution/organization where you have been a director or CEO been declared bankrupt by a court?..... If so, give particulars _____

Has any entity with which you were associated as a director, shareholder or manager in any country made any compromise or arrangement with its creditors, been wound up or otherwise ceased business trading either while you were associated with it or within one year after you ceased to be associated with it?



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.....

If so, give particulars

5.9 Have you ever been held liable by a court, for any fraud or other misconduct?If so, give particulars _____

5.10 Do you have a relative within the membership? _____

Are they serving in the Board/Supervisory Committee or in the management team? if yes, kindly give particulars (name and position held by the relative) _____

5.11 Have you been adversely named by the Commissioner in an inquiry report endorsed by a General Meeting for mismanagement or corrupt practices whilst still a member of the Board of a Co-operative Society or Union in the last 10 years or mentioned adversely in any other national government inquiries.....

If so, give particulars.

Are you presently, or do you, other than in a professional capacity, expect to be engaged in any litigation in any country?

a) Have you been an employee of the Society within the last 5 years? If so, provide the particulars.

- i. Position**.....
- ii. Period Served**.....
- iii. Reason for exit**.....



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- 19. Is there any additional information which you consider relevant for the consideration of your suitability or otherwise for the position(s) held/to be held?.....
.....
- 20. What is the aggregate level of your deposits in the Sacco? (*Minimum requirement of Ksh. 400,000 as of December 31st the preceding year before elections*)
Kshs
- 21. What is the aggregate level of your share capital in the Sacco? (*Minimum requirement of Ksh. 20,000 as of December 31st the preceding year before elections*)
Kshs.....
- 22. Are you a member, Director/ supervisory committee member of another Sacco?
.....If so, give particulars
.....
- 23. Have you been consistently repaying your loans as approved? (Not defaulted in loan repayments in the last two years?
- 24. Do you have sufficient time to attend to Mzima Springs Cooperative Savings & Credit Society Ltd. Board / Supervisory business meetings?

5.10 Indicate the names, addresses, telephone numbers and positions of three individuals of good standing who would be able to provide a reference on your personal and professional integrity.

The referees must not be related to you, and should have known you for at least five years.

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

NOTE:

_____The information given in response to this questionnaire shall be kept confidential by the Nominating Committee, except in cases provided for by law. The omission of material facts may represent the provision of misleading information.



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- a) However, at the annual general meeting, the general membership will be given the outcome of the Vetting Board’s finding on each candidate to the extent that guides them to make an informed choice of the candidate to vote for.

6. Mandatory Documentation to Support an Application for Board /Supervisory Positions (Checklist).

| Documents Checklist | Tick to Confirm compliance with instructions |
|---|---|
| a) Copy of the national ID card/Passport | |
| b) Duly filled nomination form | |
| c) Signed declaration of any previous dealings with the Sacco where the candidate or his/her organization has done business with the Sacco, including that in a professional capacity. | |

DECLARATION

I certify that the information provided above is accurate and complete to the best of my knowledge, and that there are no additional facts relevant to this application that the Sacco or the Sacco Societies Regulatory Authority should be aware of. Should any material changes occur while the application is under consideration, I undertake to inform Sacco accordingly.

I am aware that it is an offence to knowingly or recklessly submit false or misleading information in connection with my application for membership on the Board or Supervisory Committee, as per the Sacco regulations in Kenya. I also acknowledge that any omission of material information, whether intentional or unintentional, may be regarded as an offence and may result in the rejection of my candidacy.

I confirm that I am in good health and fully prepared to serve in the capacity for which I am applying. Additionally, I consent to a background check on the information provided and commit to adhering to the provisions of the Data Protection Act.



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I further agree to fulfill the responsibilities associated with this position as outlined in the Sacco By-Laws and election regulations, or as they may be revised in the future. I understand that my obligations and dealings with related parties in the Society will be disclosed to the members annually, without requiring my approval.

I accept and authorize the publication of my personal profile by the Society for the membership's knowledge upon my election to the Board or Supervisory Committee.

Additionally, I confirm that I have read, understood, and agree to be bound by the Sacco Co-operative Act & Rules, Regulations, the Society By-laws, and the policies governing the nomination and election procedures within the Society

Name of candidate

Candidate's Signature