SECOND SCHEDULE

(rr. 4(2);8(1)(b); 10(1)(b); 12(1)(b); 14(1)(b); 14(1)(b); 27(c); 31(2); 41(2); 41(5))

FORMS

FORM 1 (rr. 8(1)(a); 12(1)(a); 44(2)(a))

APPLICATION FOR REGISTRATION OF A PUBLIC BENEFIT ORGANIZATION

PART 1: IMPORTANT NOTES TO BE READ BEFORE COMPLETING THE FORM

1. This form is to be completed by any organization that seeks registration and incorporation as a national/international public benefit organization.
2. Your organisation must have a minimum of five directors.
3. Three out of five of your directors cannot be related to each other
4. One-third of your directors must be Kenyans and resident in the country.
5. Please note that some of the Information you give in this application will be publicly available in the Public Benefits Organisations Register.
6. Applicants must meet the public benefit test to be registered which requires that the organisation:
    a. It must have public benefit purposes
    b. Its activities must provide public benefit
    c. Its constitution must not allow its property to be distributed or applied for purpose swhich are not for public benefit
    d. It must not confer private benefit through its activities
    e. There should be no undue restrictions in accessing the benefits offered by the Organisation

PART 2: PARTICULARS OF THE PROPOSED ORGANISATION

NAME AND GOVERNANCE STRUCTURE

7. Name of PBO .....
8. Governance Structure

☐ Membership ☐ Non-Membership

ADDRESS OF THE PROPOSED PUBLIC BENEFIT ORGANISATION

9. County .....
10. Sub county .....
11. Physical address .....
12. Postal address .....Postal code .....
13. Organization's Phone number .....

Email of the Organization .....

PART 3: REGISTRATION STATUS (*International Public Benefit Organisations' only*)

14. Please state the name of your parent organisation

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.....

15. Please state the country in which your parent organisation is registered as a PBO/Charity

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16. Please state the public benefit /charity registration number of your parent organization;

.....

17. Provide the contact details of your parent organisation;

.....

PART 4: PUBLIC BENEFIT PURPOSES OF THE PROPOSED ORGANISATION

Public Benefit Purpose of the proposed PBO *(Your organisation's purposes are usually set out in the objects, section of your constitution. The purposes say what your organisation has been set up to achieve and reflect its broad aims rather than the day-to-day activities).*

18. Please choose any of the following activities that closely relates to your public benefit purposes:

(i) Agriculture

(ii) Children

(iii) Culture

(iv) Disability

(v) Energy

(vi) Education

(vii) Environmental and Conservation

(viii) Gender

(ix) Governance

(x) Poverty Eradication

(xi) Health

(xii) Housing &Settlement

(xiii) Human Rights

(xiv) HIV/AIDS

(xv) Information

(xvi) Informal sector

(xvii) Legal Aid

(xviii) Old Age

(xix) Peace Building

(xx) Population & Reproductive Health

(xxi) Refugees

(xxii) Disaster prevention, preparedness and mitigation

(xxiii) Relief Pastoralism and marginalized communities

(xxiv) Sports

(xxv) Water and sanitation

(xxvi) Animal welfare

(xxvii) Youth

19. State your public benefit purpose as provided in your constitution

.....

.....

.....

20. Please list your specific objectives (*Ensure that they contribute directly to the main objective*)

.....

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.....

.....

21. Who are your beneficiaries: ☐ Public ☐ Section of the public

(a) If your beneficiaries are a section of the public, please list them

(i) Children

(ii) The Elderly

(iii) Youth

(iv) Commercial sex workers

(v) Drug and alcohol addicts

(vi) Homeless people

(vii) Orphans and Vulnerable children

(viii) Persons with disability

(ix) Refugees

(x) Street Children

(xi) The Poor

(xii) Youth

(xiii) Prisoners and ex-convict

(xiv) People living with HIV/AIDs

(xv) Caregivers for vulnerable groups (OVCs, Elderly, PLWAs)

(xvi) Others not listed here (please specify)

22. Do you intend to charge fees for your services? Yes, or No (please note that charging fees is considered as a restriction to the beneficiaries)

23. If the Organisation charges fees are there any concessions for those who cannot pay the fees?

24. What are the services for which the Organisation charges fees?

PART 5: GEOGRAPHICAL AREAS OF OPERATION

25. Where do you intend to operate in Kenya (State the Counties of operation)

PART 6: FINANCIAL YEAR

26. Indicate your financial year (this is a 12-month period for example January to December)

PART 7: PERSONAL PARTCULARS OF DIRECTORS AND OFFICIALS

1.Chairperson

Name ----------

Nationality ----------

ID/Passport No ----------

KRA pin----------

Phone number ----------

Email ----------

Signature ----------

2. Treasurer

Name ----------

Nationality ----------

ID/Passport No ----------

KRA pin----------

Phone number ----------

Email ----------

Signature ----------

3. Secretary

Name ----------

Nationality ----------

ID/Passport No ----------

KRA pin----------

Phone number ----------

Email ----------

Signature ----------

4. Director

Name ----------

Nationality ----------

ID/Passport No ----------

KRA pin----------

Phone number ----------

Email ----------

Signature ----------

5. Director

Name ----------

Nationality ----------

ID/Passport No ----------

KRA pin----------

Phone number ----------

Email ----------

Signature ----------

6. Director

Name ----------

Nationality ----------

ID/Passport No ----------

KRA pin----------

Phone number ----------

Email ----------

Signature ----------

7. Director

Name ----------

Nationality ----------

ID/Passport No ----------

KRA pin----------

Phone number ----------

Email ----------

Signature ----------

8. Director

Name ----------

Nationality ----------

ID/Passport No ----------

KRA pin----------

Phone number ----------

Email ----------

Signature ----------

PART 6: COMPOSITION OF BOARD MEMBERS

27. Are any of the members of your board related? Yes or No
28. If so, how many of your board members are related?

.....

DATA PROTECTION STATEMENT

Any information you provide will be held securely and in accordance with Article 31 of the Constitution of Kenya and the statutory laws on data protection. Selected information will appear on the Public Benefits Organizations Register in accordance with Section 15 of the Public Benefits Organizations Act.

The Authority, in compliance with Section 25 (5) of the PBO Act 2013, shall ensure that the activities of public benefit organizations are open and accessible to scrutiny by their respective stakeholders upon request, except for personal matters and proprietary information.

DECLARATION

It is an offence to give an answer that you know is untrue or misleading.

I certify that the information entered in this form is correct to the best of my knowledge.

Signed by Chairperson/ Secretary

Name.....

Designation .....

Date .....

Signature .....