

GUIDANCE NOTES FOR APPLICATIONS FOR PRACTISING CERTIFICATE

1. A member wishing to apply for a practising certificate shall apply to the Registration Board in the prescribed form (RCPSB 2).
2. The applicant should provide:
 - (a) Copies of the registration certificate from RCPSB and membership certificate from ICPSK. The copies should be certified as being true copies of the original by an Advocate of the High Court of Kenya who must also be a Commissioner for Oaths to whom the applicant is known. Alternatively the copies may be certified at the Board's offices on presentation of the original certificates by the applicant or his/her representative.
 - (b) Two (2) recent coloured passport size photographs.
3. Application fees are payable by cheque drawn in favour of the Registration of Certified Public Secretaries Board at a prescribed fee of Ksh. 12,500.00 for Kenyans and Ksh. 20,000.00 for Non-Kenyans. (NB. Non-Kenyans should enclose a copy of a valid work permit also certified as in paragraph (2 (a)) above.
4. (a) The experience gained should be in at least one of the following areas of work:
 - (i) **Company Secretarial Practice**
 - Compliance Issues
 - Meetings
 - Annual Returns and other Statutory Returns
 - Shares transfer issues
 - Corporate communication
 - Custody of documents, including electronic custody
 - Incorporation of Companies
 - Increase of authorized capital
 - Declaration of trust and Trust Deeds
 - Board Management
 - Restructuring and Mergers
 - Conversion of private companies to public companies and vice versa.
 - (ii) **Institutional and Corporate Management**
 - Administration and Corporate Management
 - Human Resources Management and Development
 - Financial Management
 - Pension and Trust Administration
 - Insurance
 - Information Technology Management

- Project Management
- Contract Management and Execution
- Receivership

(iii) Public Service (Central and Local Government)

- Administration in its widest sense.
- Human Resources Management and Development
- Financial Management

(b) The applicant must provide a letter from the employer detailing the length of service, position, nature of work and recommendations.

5. (a) A member wishing to apply for practising certificate should have at least two (2) years post-registration practical experience. The experience must have been gained under the supervision of a Certified Public Secretary (in good standing), who has at least two (2) years practising experience. Where the 2 years experience has been acquired under different Certified Public Secretaries, the applicant is required to obtain certification from all of them.
 - (b) A member wishing to apply for a practising certificate must not have been a member of the Institute of Certified Public Secretaries of Kenya (ICPSK) in good standing for at least two (2) years preceding the application.
6. The applicant must provide a letter from a practising firm of Certified Public Secretaries in confirmation of the applicant's experience in independent Company secretarial work, specifying the following:
- (a) That the applicant has obtained the equivalent of at least two (2) years in secretarial practice, either in full-time or part-time capacity.
 - (b) Details of clients handled by applicant and levels of responsibility on the assignments.
 - (c) Level of the applicant's responsibilities in secretarial practice generally and the duration such responsibilities have been handled (e.g. manager, supervisor/senior, clerk/assistant and the period such position held).
 - (d) Names and contacts of the partners to whom the member was responsible for his work.
 - (e) Other work experience gained by the applicant since registration as a Certified Public Secretary.
7. The applicant must provide statements from two (2) referees detailing their knowledge of the applicant particularly as relates to attributes. Both referees must be registered Certified Public Secretaries, one being a practising Certified Public Secretary with whom the applicant has worked under and who must confirm details of the applicant. The other referee should be a person under whom the applicant has not served under paragraph (8) above.