

## Checklist

Details	Fill in here
Name of the Society	
List of Members and Designation (Please note under the Kenyan Societies (Cap 108), a Society is required to Have a minimum of 10 Members) (or attach list)	Designation
*	
Objectives of the Society (state the main objects of the society) Our main objective is to create awareness by helping in formation of support groups and in doing advocacy.	
Details of officials of the Society	
Official 1 ✓ Full Name (no initials)	
✓ Postal address	
✓ Occupation	
Official 2	
✓ Name	
✓ Postal address	
✓ Occupation	
Official 3	
✓ Name	

Certified Public Secretaries P.O. Box: 101795 - 00101 | Nairobi | Kenya | Tel: +254 718 766 061 | Website: www.capitaregistrars.co.ke E-mail: info@capitaregistrars.co.ke

✓ Postal address		
✓ Occupation		
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Registered office & address of the Society Osiligi building 3rd Floor,		
Room 302, Ongata Rongai		
✓ Postal address		
Other Matters		
Other Matters		
✓ The persons to whom membership is enon		
open		
$\checkmark$ The rates of entrance and subscription fee (if any) for		
membership		
$\checkmark$ The method of suspension or expulsion of		
members		
<ul> <li>✓ Committees, proposed committees (if any) (include brief explanation)</li> </ul>		
✓ Meetings		
The frequency		
quorum for meetings		
dates for general meetings		
✓ The custody and investment of the <b>funds</b> and property of the		
society, and the designation of the persons responsible		
✓ Purposes for which the funds may be used		
••••••		
Payments PAYMENTS CAN BE DONE IN 2 INSTALMENTS. WE REQUIRE THAT		
AT LEAST HALF OF THE PAYMENTS ARE DONE BEFORE THE		
REGISTRATION		
How do you prefer to pay?		
✓ Bank Cheque		

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<ul> <li>✓ Electronic Transfer</li> <li>✓ MPESA</li> </ul>	
Any other comments	

## **Client Details**

Name	
Email	
Mobile phone Number	