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THE ENGINEERS REGISTRATION ACT

CHAPTER 530

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CHAPTER 530

THE ENGINEERS REGISTRATION ACT

Commencement: 5th September, 1969

An Act of Parliament to provide for the registration of engineers and for connected purposes

15 of 1969,
8 of 1975,
15 of 1978,
L.N. 244/1978,
20 of 1989,
5 of 1990, s. 2,
21 of 1990,
9 of 2000,
7 of 2002.

PART I—PELIMINARY

1. This Act may be cited as the Engineers Registration Act.

Short title.

2. In this Act, unless the context otherwise requires—

Interpretation.
15 of 1978, s. 2,
5 of 1990, s. 2.

“Board” means the Engineers Registration Board established by section 3;

“register” means the register of engineers kept under section 6 and includes all, or any particular, parts thereof as the context so permits or implies;

“registered consulting engineer” means a person whose name is for the time being entered in the register as a registered consulting engineer in a particular engineering discipline, classification and grade;

“registered engineer” means a person whose name is for the time being entered in the register as a registered engineer;

“registered graduate engineer” means a person whose name is for the time being entered in the register as a registered graduate engineer;

“registered graduate technician engineer” means a person whose name is for the time being entered in the register as a registered graduate technician engineer;

“registered technician engineer” means a person whose name is for the time being entered in the register as a registered technician engineer;

“Registrar” means the Registrar of the Board appointed under section 5.

PART II—THE BOARD

Establishment
of the Engineers
Registration Board.

3. (1) There is hereby established a Board, to be known as the Engineers Registration Board, which shall have responsibility for regulating the activities and conduct of registered engineers in accordance with the functions and powers conferred upon it by this Act.

(2) The Board shall—

- (a) be a body corporate with perpetual succession and a common seal;
- (b) in its corporate name be capable of suing and being sued;
- (c) for and in connection with the purposes of this Act, be capable of acquiring, holding and disposing of movable and immovable property in its corporate name.

(3) The provisions of the Schedule shall have effect as to the constitution and proceedings of the Board and otherwise in relation to the Board.

Limitation of liability
of members.

4. No member of the Board shall be personally liable for any act or default of the Board done or omitted in good faith in the course of carrying out the responsibilities and functions of, or exercising the powers conferred upon, the Board.

PART III—THE REGISTRAR AND THE REGISTER

Appointment of
Registrar.

5. The Minister shall appoint a Registrar of the Board, who may be a public officer, and who shall hold and vacate office in accordance with the terms of his appointment.

Register of engineers.
15 of 1978, s. 3.

6. (1) The Registrar shall keep and maintain a register in which the name of every person entitled to have his name entered therein shall be entered as soon as is practicable after his being accepted by the Board for registration, showing against his name—

- (a) the date of entry;
- (b) his address;
- (c) his qualifications;
- (d) the engineering discipline in which he is registered, that is to say, whether as civil engineer, mechanical engineer,

electrical engineer or as the case may require; and

(e) such other particulars as the Board may from time to time direct.

(2) The register shall be kept and maintained in as many different parts as the Board shall from time to time direct:

Provided that the names of registered engineers shall be entered in a separate part of the register from the part in which the names of registered graduate engineers are entered.

(3) All changes in the particulars registered under sub section (1) shall be entered in the register by the Registrar.

7. (1) The Registrar shall cause to be published in the Gazette, as soon as may be practicable after registration, the name, address and qualifications of each registered engineer and, subject to the directions of the Board, he may cause to be so published any amendment to or deletion from the register.

Publication of register and list.

(2) The Registrar shall cause to be published in the Gazette, at the beginning of each year, a list containing the names, addresses and qualifications of all registered engineers remaining on the register at the close of the previous year.

8. A publication under section 7 shall be prima facie evidence that the persons named therein are registered under this Act, and the deletion from the register of the name of any person notified by such publication, or the absence of the name of any person from such publication, shall be prima facie evidence that such person is not so registered.

Publication prima facie evidence of registration.

9. Any person may inspect the register and any documents relating to any entry therein, and may obtain from the Registrar a copy of or an extract from the register or any such document, on payment of the prescribed fee.

Inspection of register.

10. (1) In any legal proceedings, a paper purporting to be a copy of or an extract from the register or any document kept or published by the Registrar, and purporting to be certified by the Registrar to be a true copy or extract, shall be admissible as prima facie evidence of the contents of the register or document.

Proof of documents.

(2) No process for compelling the production of the register or any document kept by the Registrar shall issue from any court except with the leave of that court, and any such process which is so issued shall bear a statement that it was issued with the leave of the court.

(3) The Registrar shall not, in any legal proceedings to which he is not a party, be compellable—

- (a) to produce the register or any document if its contents can be proved under subsection (1); or
- (b) to appear as a witness to prove any entry in the register, the matters recorded in the register or any such document,

unless the court for special cause so orders.

PART IV—REGISTRATION

Qualifications for registration.
15 of 1978, s. 4,
5 of 1990, s. 3.

11. (1) Subject to this Act, a person shall be entitled, on making an application to the Board in the prescribed form and on payment to the Board of the prescribed fee, to be registered under this Act and to have his name entered in the register as a registered engineer if he is—

- (a) a member of an institution of engineers the membership of which is recognized for the time being by the Board as furnishing a sufficient guarantee of academic knowledge of and practical experience in engineering; or
- (b) a person who—
 - (i) is the holder of a degree, diploma or licence of a university or school of engineering which may be recognized for the time being by the Board as furnishing sufficient evidence of an adequate academic training in engineering; and
 - (ii) has had not less than three years' practical experience of such a nature as to satisfy the Board as to his competence to practise as a registered engineer:

Provided that not less than two years of the practical experience required by this subparagraph shall have taken place after obtaining the academic qualification specified in subparagraph (i).

(2) Subject to this Act, a person shall be entitled, on making an application to the Board in the prescribed form and on payment to the Board of the prescribed fee, to be registered under this Act and to have his name entered in the register as a registered graduate engineer if he is a person to whom subsection (1) (b) (i) applies but is not yet a person to whom either subsection (1) (a) or subsection (1) (b) (ii) applies.

(3) Once a person has been registered as a registered graduate engineer under subsection (2) he shall be deemed for all purposes to have been accepted by the Board as being academically qualified for registration as a registered engineer and subsequent acceptance of his name for registration as a registered engineer under subsection (1) (b) (ii) as distinct from its acceptance under the other provisions of subsection (1) shall not be challenged.

(4) Subject to this Act, a person shall be entitled on making an application to the Board in the prescribed form and on payment to the Board of the prescribed fee, to be registered under this Act and to have his name entered in the register as a registered graduate technician engineer if he is the holder of a higher national diploma or an equivalent qualification in engineering obtained from an engineering polytechnic or college recognized for the time being by the Board as furnishing evidence of adequate academic training.

(5) Subject to this Act, a person shall be entitled on making an application to the Board in the prescribed form and on payment to the Board of the prescribed fee to be registered under this Act and to have his name entered in the register as a registered technician engineer if—

- (a) he is the holder of a higher national diploma or an equivalent qualification in engineering obtained from an engineering polytechnic or college recognized for the time being by the Board as furnishing evidence of adequate academic training; and
- (b) has had not less than three years practical experience of such a nature as to satisfy the Board as to his competence to practise as a registered technician engineer.

(6) Subject to this Act, a registered engineer shall be entitled on making an application to the Board in the prescribed form and on payment to the Board of the prescribed fee, to be registered under this Act and to have his name entered in the register as a registered consulting engineer in a particular classification and grade if—

- (a) he has practised in a specialized engineering field as a registered engineer for a period determined by the Board; and
- (b) he has satisfied the Board as to his having achieved a standard of competence to enable him to practise as a consulting engineer in a particular specialization and grade.

(7) The Board may require an applicant for registration to satisfy

it that his professional and general conduct have been such as, in the opinion of the Board, to make him a fit and proper person to be registered under this Act and the Board may direct the Registrar to postpone the registration of an applicant until so satisfied.

Temporary
registration.

12. (I) Where a person satisfies the Board—

- (a) that he is not ordinarily resident in Kenya;
- (b) that he is or intends to be present in Kenya in the capacity of an engineer for the express purpose of carrying out specific work for which he has been engaged; and
- (c) that he is, or immediately before entering Kenya was, in practice as an engineer in such a capacity as to satisfy the Board of his fitness to serve the public as a registered engineer,

the Board may, if it thinks fit, direct that such person shall be registered either for a period not exceeding one year or for the duration of any specific work.

(2) An application for registration under this section shall be in the prescribed form and accompanied by the prescribed fee, and the Board may require an applicant to appear before it for the purpose of considering his application, and shall require every applicant to produce documentary evidence of his work or employment immediately prior to his entering Kenya.

(3) Registration of a person under this section shall continue only for the period or for the duration of the work specified by the Board and the decision of the Board as to whether or not the work has terminated shall be conclusive.

(4) A person registered under this section shall, in relation to the period or the work specified and to things done or omitted in respect thereof, be treated as registered under this Act but in relation to other matters shall be treated as not so registered.

12A. (1) Every person who has been registered under this Act shall, if he intends to practise in his professional capacity, require, in addition to such registration, an annual licence in the prescribed form for which he shall pay to the Board a prescribed fee which shall be the sum of five thousand shillings, or such other sum as the Minister for the time being responsible for finance may, by notice in the Gazette, prescribe.

Annual licence.
9 of 2000, s. 111,
7 of 2002, s. 58.

(2) Any sum payable under subsection (1) shall be applied by the Board in such manner as may be prescribed by the Minister.

(3) Every annual licence shall bear the date on which it is issued and shall be effective from that date, and shall expire at the end of the licence year in which it is issued.

(4) The licence year shall be from the 1st January to the 31st December in each year.

(5) The Registrar shall enter on the register a notice of the date of issue of every annual licence.

(6) For the purposes of this Act, a person shall be deemed to practise in his professional capacity if he engages exclusively in his profession—

(a) on his own account and is entitled to receive the entire amount of all fees or charges earned for his own financial benefit; or

(b) in partnership with others and is entitled to receive a share of the profit earned by such partnership for his own financial benefit and is liable to bear a share of any losses incurred by such partnership, but no person shall be deemed to be practising in his professional capacity where he is employed—

(i) by the Government or any other public body; or

(ii) by any state corporation as defined by the State Corporations Act; or

(iii) as an employee of any person or partnership engaged in his profession where all fees earned by him in his professional capacity accrue to the benefit of his employer notwithstanding that he is employed in his professional capacity.

13. (1) The Board may at any time direct that the name of a person be removed from the register where such person has—

(a) failed within a period of six months from the date of an inquiry sent by the Registrar by prepaid registered letter to the address appearing in the register against his name, to notify the Registrar of his current address; or

Cap. 446.

Power to remove from and correct register.
5 of 1990, s. 4.

- (b) requested that his name be removed from the register, in which case such person may be required to satisfy the Board by affidavit lodged with the Registrar that no criminal proceedings or proceedings under section 15 are being or are likely to be taken against him; or
- (c) been found by the Board to be guilty of such misconduct as is described in section 15; or
- (d) failed to renew the annual licence issued by the Board enabling him to practise as a registered graduate technician engineer, a registered technician engineer, a registered graduate engineer, a registered engineer or a registered consulting engineer within a period of three months from the date of expiry of the previous licence.

(2) The Registrar shall remove from the register the name of every person who dies, and shall remove from the register any entry which has been incorrectly or fraudulently made.

(3) Except in the circumstances specified in subsection (1) (a) and in subsection (2), the removal of a person's name from the register shall be notified by the Registrar to the person by prepaid registered letter addressed to the address appearing in the register against his name immediately before the removal.

(4) Subject to section 14, a person whose name has been removed from the register shall cease from the date of such removal to be registered for the purposes of this Act.

Restoration to the register.

14. (1) Where the name of any person has been removed from the register under section 13, the name of that person shall not be again entered in the register except by direction of the Board.

(2) Where the name of any person has been removed from the register or the effect of the registration of any person has been suspended in terms of paragraph (b) of subsection (1) of section 15, the Board may, either of its own motion or on the application of the person concerned made in the prescribed manner, and in either case after holding such inquiry as the Board thinks fit, direct that—

- (a) the removal from the register be confirmed; or
- (b) the name of that person be restored to the register; or
- (c) the suspension of the effect of the registration of that person

be terminated.

(3) A direction given by the Board under subsection (2) may include provision for the date upon which a restoration to the register or the termination of a suspension of the effect of registration shall take effect and for the payment by the person concerned of such fee, not exceeding the fee payable on an application for registration, as the Board may determine.

15. (1) If a registered engineer, registered consulting engineer, registered graduate technician engineer, registered technician engineer or registered graduate engineer is convicted of an offence under this Act, or is, after due inquiry held by the Board, found to have been guilty of an act or omission amounting to improper or disgraceful conduct in a professional respect, the Board may—

Powers to suspend registration, etc. 15 of 1978, s. 5, 5 of 1990, s. 5.

- (a) caution or censure such registered engineer, registered consulting engineer, registered graduate technician engineer, registered technician engineer or registered graduate engineer; or
- (b) direct that, during such period as the Board may specify, his registration shall not have effect; or
- (c) direct that his name be removed from the register.

(2) For the purposes of this section a registered engineer who describes himself as a consulting engineer shall be guilty of improper conduct in a professional respect if he can be shown to have any direct or indirect interest in commercial, manufacturing or contracting interests such as would tend to influence his exercise of independent professional judgment in the matters upon which he advises.

(3) For the purposes of this section a registered graduate engineer who describes himself in any way so as to imply that he is, or so as to lead any person to think that he is, qualified for registration as a registered engineer shall be guilty of improper or disgraceful conduct in a professional respect.

16. (1) Upon any inquiry held by the Board under this Act, the person whose conduct is being inquired into shall be entitled to appear and to be heard in person or to be represented by an advocate.

Procedure at inquiry.

(2) For the purposes of proceedings at any inquiry held by it, the Board shall have power—

- (a) to administer oaths;

(b) to summon persons to attend and give evidence; and

(c) to order the production of documents.

(3) All summonses and orders issued under the hand of the chairman or vice-chairman of the Board shall be deemed to be issued by the Board.

(4) The chairman, or in his absence the vice-chairman, of the Board shall record or cause to be recorded a summary of any oral evidence given at an inquiry held by the Board.

(5) Subject to this section and to any regulations made under section 22, the Board shall have power to regulate its own procedure at an inquiry held by it.

Cap. 63.

(6) For the purposes of Chapter XI of the Penal Code, an inquiry held by the Board shall be deemed to be a judicial proceeding.

Disobedience of
summons and refusal
to give evidence.

17. Any person upon whom a summons or order issued under section 16 has been served who refuses or omits without sufficient cause to attend at the time and place mentioned therein, or refuses without sufficient cause to answer fully and satisfactorily to the best of his knowledge and belief all questions put to him by or with the concurrence of the Board, or refuses or omits without sufficient cause to produce any documents in his possession or under his control which are specified in the order, shall be guilty of an offence and liable to a fine not exceeding one thousand shillings:

Provided that every person giving evidence before the Board shall, in respect of any evidence given by him or any document produced by him, be entitled to all the privileges to which he would be entitled as a witness before the High Court.

Appeals.
15 of 1978, s. 6,
L.N. 244/1978,
5 of 1990, s. 5.

18. (1) Any person aggrieved by a decision of the Board to refuse to register his name, or to remove the name of a registered engineer, registered consulting engineer, registered graduate technician engineer, registered technician or a registered graduate engineer from the register, or to suspend the effect of registration of his name, or to refuse to restore his name to the register, may appeal to the High Court against the decision of the Board and in any such appeal the High Court may give such directions in the matter as it thinks proper, and any order of the High Court under this section shall be final.

(2) The Board may appear as respondent and be heard on any appeal against its decision and, for the purpose of enabling directions to

be given as to the costs of any such appeal, the Board shall be deemed to be a party thereto, whether or not it appears at the hearing of the appeal.

(3) Until rules of court are made under the Judicature Act for such appeals, and subject to any such rules when made, the provisions of the Civil Procedure Act shall apply as if the decision or direction of the Board were a decree of a court exercising original jurisdiction. Cap. 8.
Cap. 21.

PART V—GENERAL PROVISIONS

19. (1) Every person whose name has been entered in the register as a registered engineer shall, so long as his name remains in the register as a registered engineer, be entitled to adopt and use the style and title “Registered Engineer”, or such contraction thereof as the Board may approve, and to offer his services to the public for gain or reward or by way of trade in the engineering discipline in which he is registered. Effect of registration.
15 of 1978, s. 7,
5 of 1990, s. 6.

(2) Every person whose name has been entered in the register as a registered graduate engineer shall, so long as his name remains in the register as a registered graduate engineer, be entitled to adopt and use the style or title “Registered Graduate Engineer”, or such contraction thereof as the Board may from time to time approve, and may offer his services for employment in the engineering discipline in which he is registered.

(3) Every person whose name has been entered in the register as a registered consulting engineer shall, so long as his name remains in the register as a registered consulting engineer, be entitled to adopt and use the style or title “Registered Consulting Engineer” or such contraction thereof as the Board may from time to time approve and may offer his services for employment in the engineering discipline and grade in which he is registered.

(4) Every person whose name has been entered in the register as a registered graduate technician engineer shall, so long as his name remains in the register as a registered graduate technician engineer be entitled to adopt and use the style or title “Registered Graduate Technician Engineer” or such contraction thereof as the Board may from time to time approve and may offer his services in the engineering discipline in which he is registered.

(5) Every person whose name has been entered in the register as a registered technician engineer shall, so long as his name remains in the register as a registered technician engineer, be entitled to adopt and use the style and title “Registered Technician Engineer” or such contraction thereof as the Board may from time to time approve and may offer his

services in the engineering discipline in which he is registered.

Restrictions on use of titles or words to describe non-registered persons, etc. 15 of 1978, s. 8, 5 of 1990, s. 7.

20. (1) Any person who, whether or not he is otherwise qualified as or to be an engineer of any description not being registered under this Act—

- (a) pretends to be a registered engineer or a registered graduate technician engineer or a registered technician engineer or a registered consulting engineer; or
- (b) subject to section 23, takes or uses in any way the style or title of “engineer” in describing his occupation or his business or any other name, style, title, addition or description implying whether in itself or in the circumstances in which it is used, that such person is an engineer; or
- (c) in any way holds himself out to be an engineer of any description,

shall be guilty of an offence and liable to a fine not exceeding twenty thousand shillings or to imprisonment for a term not exceeding two years or to both.

(2) Any person who—

- (a) being registered under this Act as a registered graduate engineer or a registered graduate technician engineer or a registered technician engineer in any way pretends to be or acts as if he was a registered engineer; or
- (b) being registered under this Act as a registered engineer or a registered graduate engineer or a registered graduate technician engineer or a registered technician engineer in any way pretends to be or acts as if he was a registered consulting engineer; or
- (c) being registered under this Act, in one or more disciplines and grades pretends to be, or acts as if he was, registered in another discipline or grade,

shall be guilty of an offence and liable to a fine not exceeding twenty thousand shillings or to imprisonment for a term not exceeding two years or to both.

21. Any person who—

- (a) fraudulently makes, or causes or permits to be made, any

Dishonest practices. 20 of 1989, Sch., 9 of 2000, s. 112.

false or incorrect entry in the register or any copy thereof;
or

7 of 2002, s. 59.

- (b) fraudulently procures or attempts to procure himself or any other person to be registered;
- (c) knowingly and wilfully makes any statement which is false in a material particular, or which is misleading, with a view to gaining any advantage, concession or privilege under this Act, whether for himself or for any other person;
- (d) practices or attempts to practise as a registered engineer without holding a current valid annual licence,

shall be guilty of an offence and liable for a fine not exceeding five thousand shillings.

22. Subject to section 18 (3), the Minister may make regulations generally for the better carrying out of the provisions of this Act, and, without prejudice to the generality of the foregoing, any such regulations may provide for—

Regulations.
20 of 1989, Sch.,
9 of 2000, s. 113,
7 of 2002, s. 60.

- (a) the conduct of the business of the Board and the procedure to be followed by the Board in any inquiry under this Act;
- (b) the appointment by the Board amongst its members of sub-committees and the co-option of persons thereto;
- (c) the duties of the Registrar;
- (d) the issue of certificates of registration and annual licence;
- (e) the fees to be paid for anything which may be done under this Act;
- (f) the forms to be used under this Act;
- (g) the exemption of any persons or class of persons from all or any of the provisions of this Act, provided they comply with such conditions as may be prescribed by the regulations; and
- (h) prescribing anything which under this Act may be prescribed.

23. (1) Nothing in this Act shall prohibit or render liable to prosecution any person who is registered in accordance with the

Exemptions.
15 of 1978, s. 9.

provisions of the Architects and Quantity Surveyors Act from performing any function or exercising any power which he may properly perform as an architect or a quantity surveyor, as the case may be.

(2) The Minister may by regulation made under section 22 exempt certain persons, or classes of persons in particular engineering disciplines or in particular occupations or employment, from having to comply with any or all of the provisions of this Act.

SCHEDULE

(s. 3)

Membership of the Board.

1. (1) The Board shall consist of seven members who shall be persons eligible for registration under this Act and, where practicable, resident in Kenya.

(2) The members of the Board shall be—

(a) four persons appointed by the Minister; and

(b) three persons appointed by the Institution of Engineers of Kenya.

Tenure of office of members of Board.

2. (1) Every year one of the members of the Board in the service of the Government and one of the members not being in the service of the Government shall retire, and the member to retire in each case shall be the one who has been in office longest; and where two or more members have been in office for the same length of time the member to retire shall be chosen by ballot.

(2) A member may resign by giving to the Minister notice in writing of his intention to do so.

(3) Retiring members are eligible for reappointment.

(4) Casual vacancies shall be filled as they arise, and for the purpose of subparagraph (1) a member appointed to fill a casual vacancy shall be treated as if he were the member he was appointed to replace.

Chairman and vice-chairman of Board.

3. (1) The Minister shall nominate one member to be chairman of the Board, and the vice-chairman shall be elected by the Board from among its members immediately after the annual appointments of members have taken place.

(2) In the absence of the chairman, or in the event of his incapacity from illness or any other cause, the functions of the chairman shall be

performed by the vice-chairman.

4. (1) The chairman of the Board shall convene an ordinary meeting of the Board whenever it may be necessary or expedient for the transaction of its business and shall appoint a suitable time, place and date for the holding of each meeting. Meetings of Board.

(2) The chairman of the Board may convene a special meeting of the Board at any time, and shall cause a special meeting of the Board to be held within twenty-one days after receiving a written request to do so signed by not fewer than three members of the Board.

5. (1) The chairman or vice-chairman and three other members of the Board shall constitute a quorum at any meeting of the Board. Quorum and voting at meetings of Board.

(2) All acts, matters and things authorized to be done by the Board shall be decided by resolution at a meeting of the Board at which a quorum is present.

(3) A decision of the majority of members present and voting at a meeting of the Board shall be deemed to be a decision of the Board.

(4) Every member of the Board shall have one vote, and in the event of an equality of votes the person presiding shall have a second or casting vote in addition to his deliberative vote.

(5) Notwithstanding subparagraph (2), where the chairman so directs, a decision may be made by the Board without a meeting by circulation of the relevant papers among all the members and the expression in writing of their views, but any member may require that a decision shall be deferred for consideration at a meeting of the Board.

6. The validity of any proceedings of the Board shall not be affected by any vacancy among the membership, or by any defect in the appointment of a member. Vacancies.

7. (1) Minutes in proper form of each meeting of the Board shall be kept, and shall be confirmed by the Board at the next meeting and signed by the person presiding at the meeting. Minutes of meetings and appointment of secretary.

(2) The Minister may appoint a suitable person to be secretary to the Board for the purposes of attending meetings of the Board, keeping the minutes of the meetings and performing such other secretarial duties as the Board may require.

Procedure.

8. Subject to this Schedule and to any regulations made under section 22, the Board may regulate its own procedure.

The seal of the Board.

9. The seal of the Board shall not be affixed to any instrument except in the presence of the chairman or the vice-chairman and of one other member of the Board.

SUBSIDIARY LEGISLATION

Regulations under section 22—

L.N. 196/1971.

THE ENGINEERS REGISTRATION REGULATIONS

1. These Regulations may be cited as the Engineers Registration Regulations. Citation.
2. Except in the case of emergency, at least seven days notice shall be given of any meeting of the Board. Notice of meetings of Board.
3. Where any question of procedure arises at any meeting of the Board it shall be decided by the person presiding at that meeting, and such decision shall be final. Procedure at meetings.
4. (1) The Board shall have power to appoint and dissolve such committees, to consider such matters or perform such duties, as the Board may think fit. Committees.
 - (2) Every committee appointed under this regulation shall consist of members of the Board together with such other persons as the Board, or the subcommittee with the approval of the Board, may co-opt to the committee.
5. Any document of the Board not required by law to be under seal shall be sufficiently authenticated by the signature of the chairman or vice-chairman of the Board or of the Registrar. Authentication of documents.
6. (1) The Registrar shall be the secretary to the Board and shall have the custody of the common seal of the Board. Duties of Registrar as secretary to Board.
 - (2) The Registrar shall attend all meetings of the Board and, subject to subsection (4) of section 16 of the Act, shall keep minutes of such meetings.
7. (1) The Board shall cause to be kept all proper books and other records of its accounts which shall be audited annually in such manner as the Board may direct. Accounts of Board.
 - (2) No disbursements from the funds of the Board shall be made without the general or special authorization of the Board.
 - (3) All monies received on account of the Board shall be paid into an account kept in the name of the Board at such bank as the Board shall direct, and all cheques drawn on such account shall be signed by any two members of the Board.
 - (4) Any accumulated funds of the Board may be placed on deposit at a bank or invested in such manner as the Board may decide.

[Subsidiary]

Expenses of members.

8. Any reasonable travel or subsistence expenses incurred by a member of the Board in attending meetings of the Board or in undertaking any journey on the business of, and duly authorized by resolution by, the Board may be reimbursed to such member out of the funds of the Board.

Application for registration.

9. (1) Every application for registration under the Act shall—
- (a) be in the English language in a form which shall be supplied by the Registrar upon request;
 - (b) be addressed to the Registrar;
 - (c) state the qualifications upon which the application is based and have attached copies of such certificates or other documents as are necessary to evidence those qualifications;
 - (d) be accompanied by a fee of one hundred shillings which shall not in any circumstances be refundable.

(2) Every application for registration shall, so far as is practicable, be brought before the Board at its first meeting after the receipt of the application, and the Board may consider such application or refer it to a committee whose report thereon shall be considered at the next meeting of the Board after the receipt of the report.

(3) The Board may require an applicant for registration to furnish such further information or evidence of eligibility for registration as it may think fit, and may require the applicant to attend personally before the Board or a subcommittee at his own expense, and the Board may refuse to consider the application of any person who fails to comply with a requirement made under this paragraph.

(4) The decision of the Board upon an application for registration shall be communicated to him by the Registrar by letter sent to the address stated in the application.

Certificate of registration.

10. (1) Upon the completion of the entry of the name of a person in the register a certificate of registration shall be passed under the seal of the Board and such certificate (which shall nevertheless remain the property of the Board) shall be delivered to the person concerned.

(2) Where the name of any person is removed from the register or the Board has directed that the registration shall not have effect for a specified period, the certificate of registration shall forthwith be delivered up to the Registrar by the person to whom it was issued or, if such person has died, by his personal representative.

(3) Where a certificate of registration is delivered up under paragraph (2) the Registrar shall—

- (a) in the case of suspension of registration, hold the certificate until

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the expiration of the period of suspension and thereafter return it to the person concerned;

- (b) in the case of removal of a name from the register otherwise than on the death of the person concerned, cancel the certificate;
- (c) in the case of a deceased person, endorse the certificate with a note of the death and thereafter return it to the person by whom it was delivered up.

4. Where the Registrar is satisfied that a registration certificate has been lost, mutilated or destroyed he may, upon payment of a fee of twenty shillings, furnish a duplicate of the certificate to the person to whom the original certificate was issued.

5. Any person who fails to deliver up a certificate as required by paragraph (2) shall be guilty of an offence and liable to a fine not exceeding five thousand shillings.

