

Personal Details of the Supervisor.

Name

Membership No.

Signature.....

Date.....

7. Referee's Name in full

Academic /Professional qualification.....

Name of Employer (where applicable)

Position Held.....

Official stamp.....

Signature..... Date.....

EXTRACT FROM THE CERTIFIED PUBLIC SECRETARIES ACT

(Cap. 534)

Practising as a Certified
Public Secretary.

15. (1) Subject to this section, a person practices as a Certified Public Secretary for the purpose of this Act if, in consideration of remuneration or other benefits received or to be received and whether by himself or in partnership with any other person.

- (a) He engages in the Public practice of Secretaryship or performs the statutory duties of a Certified Public Secretary or holds himself out to the Public as a Person entitled to do so;
- (b) He offers to perform or performs services involving the submission of official and statutory returns of Companies and trading organizations
- (c) He offers to perform or performs services involving the certification of statutory returns or records Related to statements; or
- (d) He engages in any practice, or performs or offers to perform any services, which may be prescribed

Dated the 15th December, 2009.

UHURU KENYATTA,
Deputy Prime Minister and Minister for Finance.

LEGAL NOTICE NO. 39

THE CERTIFIED PUBLIC SECRETARIES OF KENYA ACT

(Cap. 534)

IN EXERCISE of the powers conferred by section 37 of the Public Secretaries of Kenya Act, the Deputy Prime Minister and Minister for Finance makes the following Regulations:—

THE CERTIFIED PUBLIC SECRETARIES (APPLICATION FOR
REGISTRATION) (FORMS AND FEES) (AMENDMENT) (NO. 2)
2009 REGULATIONS, 2009

1. These Regulations may be cited as the (Forms and Fees) (Certified Public Secretaries) (Application for Registration) (Amendment) (No.2) Regulation, 2009 and shall come into operation on the date of publication.

2. The Certified Public Secretaries (Application for Registration) (Forms and Fees) Regulations, in these Regulations referred to as "the principal Regulations" are amended by deleting Regulation 2 and substituting therefor the following new Regulations—

2. An application for registration shall be in form RCPSB 1 set out in the Schedule.

3. The principal Regulations are amended by deleting the Schedule and substituting therefor the following new Schedule—

CONFIDENTIAL

SCHEDULE

FORM

RCPSB 1

THE CERTIFIED PUBLIC SECRETARIES OF KENYA ACT

(Cap. 534)

REGISTRATION OF CERTIFIED PUBLIC SECRETARIES BOARD, KENYA
APPLICATION FOR REGISTRATION

The Registrar
Registration of Certified Public Secretaries Board
P.O. Box 58218-00200
NAIROBI.

1. Surname (Mr /Mrs /Miss /Ms/Dr/Prof).....
(BLOCK LETTERS)

Other Names
(BLOCK LETTERS)

University and /or Professional affixes

Postal Address.....

Residential Address

Telephone No. OfficeHouse

Date of Birth (see note 4).....

Nationality

Have you previously applied to the Board for Registration? YES? NO

I am a member of the following institutions:

8. HONOURS /DISTINCTIONS RECEIVED

9. ARTICLES /PUBLICATIONS WRITTEN

10. Have you ever been convicted on any criminal offence in a court of law? If yes give details.

(a) Offence for which convicted.....

Date and place of conviction.....

(c) Sentence imposed.....

11. Are you ordinarily resident in Kenya? YES /NO

If Yes, state from what date

2. I declare that the foregoing statements are true in every respect and that none of the disqualifications listed in section 21 of the Act, apply to me. I acknowledge that any statement contained any where in this application which is known by me to be false shall invalidate this application and any decision reached thereon by the Board. I have read the Certified Public Secretaries of Kenya Act Cap 534. I am aware of the penalties stipulated in section 19(5) of the Act and I understand that, if registered, I shall be bound thereby and by any amendments thereto so long as my name remains in the Register.

Applicant's Signature

Date on the 20.....

FOR OFFICIAL USE ONLY

Application No..... Date Received.....

Date Acknowledged..... Receipt No.....Date.....

Approved /Rejected Minute No..... Deferred Minute No.....

Date Notification sent..... Registration No.....

Gazette Notice No..... Chairman's
Signature.....
Certificate Dispatched..... Date.....
Certificate Acknowledged..... Member's Signature.....
Registrar's Signature..... Date.....
Date.....

Dated the 15th March, 2010.

UHURU KENYATTA,
Deputy Prime Minister and Minister for Finance.