



# The United Kenya Club

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**THE UNITED KENYA CLUB**

**Confidential**

## **APPLICATION FORM FOR BOARD MEMBERSHIP: CANDIDATES' PARTICULARS**

**Note:** To be completed by every member wishing to present himself/herself as a candidate for appointment/election to the position of a Board member. **(Attach two recent passport size photographs of yourself-not more than six months old)**

### **1. PERSONAL INFORMATION**

a) Surname.....

OtherNames.....

b) Previous names (if any) by which you have been known.....

c) Year and Date of birth: .....

d) Personal Identification Number.....

e) ID. Card/Passport number.....

f) Current Postal Address: .....

g) Permanent Postal Addresses (if any) .....

h) Residential Address.....

i) Telephone Number (Mobile).....

j) Email Address.....

k) Club Membership Number.....

l) Educational Qualification and year obtained.....

m) Professional Qualifications and years obtained.....

n) Name(s) of your bankers during the last 5 years.....

**2. EMPLOYMENT/BUSINESS RECORD (IN THE LAST FIVE YEARS)**

Name of employer/business	Address	Period (Years) From.....to.....	Position Held

**3. PAST AND CURRENT DIRECTORSHIPS HELD IN OTHER INSTITUTIONS**

Name of Institution	Position Held	Period Serve (From.....to.....)

**4. MEMBERSHIP OF PROFESSIONAL BODIES**

Name of Body	Membership Number	Comments

**5. QUESTIONNAIRE**

5.1 Have you at any time been convicted of any criminal offence in any country/ Jurisdiction? .....

If so, give particulars of the country/court in which you were convicted, the offence, the penalty imposed and the date of conviction.

.....  
.....

5.2 Have you, or any entity with which you have been involved, been censured, disciplined, warned as to future conduct, or publicly criticized by any regulatory authority or any professional body in any country? .....

If so, give particulars.....

5.3 Have you, or has any entity with which you are involved, or have been a director, shareholder or manager, been the subject of an Investigation, in any country, by a government department or agency, professional association or other regulatory body?.....

If so, give particulars.....

.....

5.4 Have you ever been dismissed from any employment, or been subject to Disciplinary proceedings by your employer or barred from joining any profession or occupation? .....

If so give Particulars.....

.....

5.5 Have you failed to satisfy any debt adjudged due and payable by you on an order of court, or have you made any compromise arrangement with your creditors within the last 10 years?

.....

If so, give Particulars.....

.....

5.6 Have you ever been declared bankrupt by a court of law or has a bankruptcy petition ever been served on you?

.....

If so, give particulars.....  
.....

5.7 Have you ever been held liable by a court of law, for any fraud or other misconduct?

.....  
If so, give particulars .....  
.....

5.8 Has any entity with which you were associated as a director, shareholder or manager in any country made any compromise or arrangement with its creditors, been wound up or otherwise ceased business trading either while you were associated with it or within one year after you ceased to be associated with it?

.....  
If so, give particular.....  
.....

5.9 Are you presently, or do you, other than in a professional capacity, expect to be engaged in any litigation in any country? If so, give particulars

.....  
.....

5.10 Is there any additional information which you consider relevant for the consideration of your suitability or otherwise for the position(s) held/to be held? E.g. having issued dishonored cheques?

.....  
.....

5.12 Indicate the names, addresses, telephone numbers and positions of three Individuals of good standing who would be able to provide a reference on your personal and professional integrity. The referees must not be related to you, and should have known you for at least five years.

i).....  
.....

ii). .....  
.....

iii).....  
.....

**NOTE:**

a) The information given in response to this questionnaire shall be kept confidential by the Club, except in cases provided for by law. The omission of material facts may represent the provision of misleading information.

b) The Vetting Committee may, where relevant share with the general meeting, the outcome of the Vetting Committee's finding on each candidate to the extent that guides them to make an informed choice of the candidate to vote for.

c) The information provided by the candidate in this form will guide the Vetting Committee in its evaluation of the suitability of the candidate in addition to other requirements the Committee may determine.

**6. DECLARATION BY THE APPLICANT**

i) I am aware that it is an offence to knowingly or recklessly provide any information, which is false or misleading in connection with my application for membership of the Board within the provisions of the Kenyan Companies Act. I am also aware that omitting material information intentionally or un-intentionally may be construed to raise integrity issues on the candidate and may lead to rejection of my candidature.

ii) I certify that the information given above is complete and accurate to the best of my knowledge, and that there are no other facts relevant to this application which the Club or the Registrar of Companies should be aware.

iii) I undertake to inform the Club of any changes material to the applications, which may arise while the application is under consideration.

iv) I further confirm that I have agreed to fulfill the responsibilities related to this position as provided in the Kenyan Companies Act, the Club By-Laws and election regulations or as may be revised from time to time.

Dated at . . . . . this . . . . . day of 20.....

Name of candidate.....

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

Witnesses to the above signature **(A Proposer and a Seconder must be a Full Member of at least Six years standing duly qualified to attend and vote at the Club's general meeting):**

1. Name of Proposer.....

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

Club membership No.....ID No.....

2. Name of Seconder.....

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

Club membership No.....ID No.....



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### Eligibility to Vie for Directorship

#### A. Candidates for membership of the Board:

1. Must be 30 years and above.
2. Must be up to date with their contributions up to and including the month immediately before the date of the elections.
3. Must show evidence of active and consistent participation in the activities of the Club for at least TWO years prior to their nomination and subsequent election to the Board, including participation in the minimum spent policy.
4. Must of sound mind.
5. Must not have been declared bankrupt.
6. Must not have been suspended as members awaiting any disciplinary proceedings or expulsion from the Club.
7. Must not have issued any notice of withdrawal or resignation from the Club or change of their membership status in the Club.
8. Must not have been convicted of a criminal offence or abuse of office.
9. Must not have been dismissed from employment due to a criminal activity. In this connection, the candidate must undertake to authorize the committee to contact his present and past employers should it wish to do so.
10. Must generally meet the minimum expectations of leadership and integrity as provided in Chapter Six of the Kenyan Constitution Act of 2010.
11. Must take a declaration that all the information provided is true to the best of their knowledge and as provided in the Application Form.

#### A. Skills and Competencies

Should generally demonstrate leadership and competency skills suitable for the position of a director, prepared to show commitment to the Club's rules and regulations and at all times, subordinate their personal interest to that of the Club.