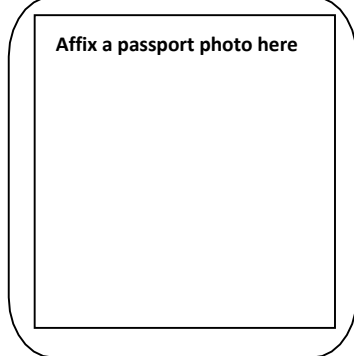


**HEAD OFFICE**  
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**MEMBERSHIP REGISTRATION FORM**

**PERSONAL DETAILS**

\*Name..... \*Date of Birth..... \*ID Card No .....  
 (Must attach photocopy of ID Card) Email Address ..... Present Address.....  
 \*Telephone No ..... Gender ..... M/NO (In case of re-joining) .....

**EMPLOYMENT DETAILS**

\*Employer ..... Designation .....  
 Position in Employment: Permanent  Contract  Department .....  
 Station..... Payroll No/Staff No.....

I authorize the employer to make deductions with effect from the month of .....

1. Registration fee Kshs.500.00 (**Payable once only**)
2. Monthly Deposits Kshs 500  1,000  1,500  1,750  2,000  Other .....
3. Monthly non-refundable Benevolent Fund contribution of: -
  - a. Member Kshs 75.00 (**Mandatory**)
  - b. Spouse Kshs 75.00 – Yes  No  (**Optional**)
  - c. Child/Children Kshs 50.00-Yes  No  (**Optional**)
4. Monthly Sinking Fund Kshs 100/- (**Mandatory**)
5. Share Capital of Kshs 12,000/- (**Recovered quarterly**)

**ELIMU BENEVOLENT FUND**

Name of Spouse.....ID NO..... Tel. No.....

Names of children between ages of up to 23 years (If the answer is yes in number 3c above)

NAME	AGE
1. ....	.....
2. ....	.....
3. ....	.....
4. ....	.....
5. ....	.....

Next of Kin: Name.....ID NO..... Tel. No.....

**NOMINEE INFORMATION**

Name(s)	Relationship	ID Number	Mobile No	Final Dues% of Deposit/Interest

(Note: Nominees will be entitled to benefits as stated above when the member passes on)

Declaration: - The information given above is accurate to the best of my knowledge. I agree to abide by the society's By-laws as may be reviewed from time to time.

\*Signature..... Date.....

**FOR OFFICIAL USE ONLY**

**Details Captured by..... Branch .....**

**Approved by ..... Member No.....**

**Recruited by .....**

**TERMS & CONDITIONS**

**QUALIFICATION FOR MEMBERSHIP**

Who can join Elimu Sacco?

- i. Past and present employees of Public Service, Teachers Service Commission, Schools and Colleges and other reputable organization or, ii. Employees of the society and its subsidiaries, or iii. Corporate bodies vetted by the board, or
- iv. Registered social welfare groups.

**MEMBERSHIP ELEGIBILITY**

- a. 18 years and above
- b. Good character and sound mind
- c. Is not directly carrying out activities detrimental to the objectives of the society
- d. Has regular income from employment and/or business;
- e. Accepts the objectives of the society, the obligations of members and other conditions as stated in society by-laws.
- f. Provided an employee of the Society or its subsidiary may become a member of the Society but shall not be a delegate or member of the Board of directors except as specifically provided in society by-laws.

**MEMBERSHIP RIGHTS**

- a) Receive, periodically and regularly, or upon request, and at least once a Year, a Statement of Accounts containing the individualized record of his credit and debit transactions. Elimu Sacco Bylaws 14
- b) Elect or be elected into the organs of the Society unless otherwise prohibited by any other Law or the society By-laws.
- c) Use the Society's Services according to the Policies and Procedures approved by the Board of Directors.
- d) Submit projects or ideas to the Board of Directors, for the improvement of the Society's services.
- e) Appoint a nominee(s).
- f) Share in surpluses as per policy.
- g) Access all legitimate information relating to the society, including Internal Regulations, registers, minutes of the Delegates Meetings, Supervisory Committee Reports, Annual Accounts and Inventories, Investigation Reports, at the registered office of the society subject to the society's policy and regulations.
- h) Vote on all matters put before the electoral branch/delegates meeting.
- i) All other rights as prescribed by the Act and Rules The rights of members of the society shall be determined and exercised in accordance with the applicable laws, the By-laws of the society and valid resolutions of the Board of Directors.

**MEMBERS OBLIGATIONS**

- a) Be faithful and honest in all their dealings with the society.
- b) Observe the law, the rules and the society by-laws whenever transacting any business with the society.
- c) Observe the code of conduct and ethics for co-operative societies and in particular desist from any corrupt practices in all dealings with the society.
- d) Refrain from engaging in the business of money lending in competition with the society. Elimu Sacco Bylaws 15
- e) Protect the image of the society and avoid unnecessary publicity, incitement or careless talk that can injure the reputation of the society.
- f) Inform the Chief Executive Officer in writing of change of their electoral branch whenever they so change.
- g) Pay their debt obligations to the society without fail and save regularly with the society to mobilize funds for lending to the members.
- h) Seek cooperative education to improve membership awareness and enlightenment.
- i) Support issues put forth that improve the sustainability of the Society and promote the goodwill of all members.
- j) Buy and pay for shares and make any other payments provided in the Bylaws of the Society
- k) Attend meetings and education forum and take part in decision making.
- l) Notify non-members and encourage them to join the Society,
- m) Bring out problems affecting the Society and look for solutions,
- n) Participate in the Society projects both physically and financially
- o) Make use of the services of the Society as stated in the objects of the society,
- p) Comply with the society By-laws, the Co-operative Societies Act, SACCO Act, Rules and Regulations and Delegates Meeting Resolutions.

## **MEMBERSHIP APPLICATION FORM**

- a) Every applicant for membership shall complete an “application for membership” form.
- b) The completed form upon receipt and admission shall be given a membership number, filed in the member’s personal file and the number given shall be entered in the members’ register.
- c) Every Member on applying for membership shall be required to sign a statement of declaration of integrity.

### **ENTRANCE FEE**

- a) A member shall pay an entrance fee of Ksh.500 or as may be provided for in the Membership Policy, within one month after approval of membership or as may be determined by the Board of Directors from time to time. Elimu Sacco Bylaws 20
- b) The entrance fee is non-refundable
- c) A rejoining fee shall be charged on the rejoining member in addition to the normal entrance fee and as may be prescribed in the Membership Policy.

### **SHARES**

- a) The nominal value of each share shall be Kshs.100/= and every member shall hold at least One Hundred and Twenty Shares in the Society or as may be prescribed by the Membership Policy.
- b) No member shall hold more than one-fifth of the total shares in the Society.
- c) Any amount may be accepted towards the purchase of shares provided however, that the delegates may fix a minimum amount that may be paid by a member at any one time.
- d) With the approval of the Board of Directors, a member may at any time transfer part of his shares to another member, subject to his shares not falling below the minimum as may be decided by the Delegates Meeting from time to time. Such transfers must be in writing and at nominal value.
- e) All transfers must be registered with the Chief Executive Officer, and no transfer shall be valid unless so registered.
- f) A transfer fee to be determined by the Board of Directors shall be paid to the Society by the transferee.

### **DEPOSITS**

- a) All withdrawable deposits shall attract interest at a rate prescribed in the terms and conditions of the deposit.
- b) The amount accumulated in the un-withdrawable deposit accounts may be used as collateral against borrowings and shall be refunded only when a member withdraws from membership provided the Elimu Sacco Bylaws 21 member has fully repaid all his debts and obligations, and is free from any guarantee.
- c) A member may be refunded the amount saved in his non-withdrawable deposit account within 60 days after giving a written notification.
- d) Non-withdrawable deposits shall attract interest at a rate to be determined by the dividend and savings policy.