

## DIRECTORS & SUPERVISORY COMMITTEE NOMINATION FORM

1. Corporate  Individual

If Corporate, give Society Name \_\_\_\_\_

Region \_\_\_\_\_

### 2. PERSONAL INFORMATION

a) Surname \_\_\_\_\_ Other names \_\_\_\_\_

b) Postal address \_\_\_\_\_

c) Region \_\_\_\_\_

d) Phone number \_\_\_\_\_ Other phone number(s) \_\_\_\_\_

e) Member No. \_\_\_\_\_

f) ID/Passport No. \_\_\_\_\_ (Attach a copy)

g) Date of Birth \_\_\_\_\_

h) Gender \_\_\_\_\_

i) KRA PIN No. \_\_\_\_\_ (Attach a copy)

j) State category: KUSCCO Ltd director  or Non-KUSCCO Ltd

k) Highest Educational Qualification \_\_\_\_\_ (Attach certified copies of academic certificates)

l) Professional Qualifications \_\_\_\_\_ (Attach certified copies of academic certificates)

m) Name(s) of your bankers during the last 5 years \_\_\_\_\_

### 3. DESCRIPTION OF PAST AND CURRENT EMPLOYMENT

Name of Employers / Business	Address	Period	Position Held	Dates		Reasons for Leaving
				From	To	

#### 4. DESCRIPTION OF YOUR PAST AND CURRENT BUSINESS ACTIVITIES

##### 4.1. SHAREHOLDING (DIRECTLY OWNED OR THROUGH NOMINEES)

Name of Institution	Date of Incorporation	Amount of Shareholding	% of holding	Past Shareholding		Remarks
	A			B	C	

**Key**

A: Refers to the date shareholding was obtained

B: Refers to date of closure or surrender of shares

C: Refers to reasons for closure or surrender

##### 4.2. DESCRIPTION OF PAST AND CURRENT DIRECTORSHIP IN INSTITUTIONS

Name of Institution	Date of appointment	Executive or Non-executive	Position Held in case of executive	Past Directorships		Remarks
	A			B	C	

**Key**

A: Refers to date election/ /nominated

B: Refers to date of retirement

C: Refers to reasons for retirement or resignation

##### 4.3. DESCRIPTION OF PAST AND CURRENT MEMBERSHIP OF PROFESSIONAL BODIES

Name of Body	Member No.	Position held (if any)	Past memberships		Remarks
			E	F	

**Key**

E: Refers to date of retirement

F: Refers to reasons for retirement or resignation



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**4.4. SOCIAL CLUBS**

Club Name	Member No.	Position Held	Past club memberships		Remarks
			G	H	

Key

G: Refers to date of retirement

H: Refers to reasons for retirement or resignation

**4.5. DESCRIPTION OF PAST AND CURRENT BORROWINGS IN INSTITUTIONS**

Name of borrower	Lending institution	Type of facility	Date of offer	Date of maturity	Security offered	Value of security	Current Out-standing balance (Kshs)	Remarks

**5. QUESTIONNAIRE**

5.1. Have you ever applied for directorship in any organization? \_\_\_\_\_

If so, give particulars \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Do you know whether any such application was accepted or rejected? \_\_\_\_\_

If it was rejected give reasons \_\_\_\_\_  
 \_\_\_\_\_

5.2. Have you at any time been convicted of any criminal offence in any jurisdiction? \_\_\_\_\_

If so, give particulars of the court in which you were convicted, the offence, the penalty imposed and the date of conviction \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



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5.3. Have you, or any entity with which you have been involved in, been censured, disciplined, warned as to future conduct, or publicly criticized by any Regulator and Nominating Committee authority or any professional body in the country? If so, give particulars \_\_\_\_\_  
\_\_\_\_\_

5.4. Have you, or has any entity with which you are involved, or have been associated as a director, shareholder or manager, been the subject of an investigation by a government department or agency, professional association or other Regulator and Nominating Committee body? \_\_\_\_\_

If so, give particulars \_\_\_\_\_  
\_\_\_\_\_

5.5. Have you ever been dismissed from any employment in any organization you have previously been or been subject to disciplinary proceedings by your employer? \_\_\_\_\_

5.6. Have you ever been barred entry or suspended from a professional body?

If so give particulars \_\_\_\_\_  
\_\_\_\_\_

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

If so, give particulars \_\_\_\_\_  
\_\_\_\_\_

5.8. 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. \_\_\_\_\_  
\_\_\_\_\_

5.9. Has any institution/organization where you have been a director or CEO been declared bankrupt by a court? \_\_\_\_\_

If so, give particulars \_\_\_\_\_  
\_\_\_\_\_

5.10. Have you ever been held liable by a court, for any fraud or other misconduct? \_\_\_\_\_

\_\_\_\_\_

If so, give particulars \_\_\_\_\_  
\_\_\_\_\_



5.11. 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. \_\_\_\_\_

5.12. Is there any additional information/experience which you consider relevant for the consideration of your suitability for position applied for? \_\_\_\_\_

If so give particulars \_\_\_\_\_  
\_\_\_\_\_

**NOTE:** The information given in response to this questionnaire shall be kept confidential by the Regulator and Nominating Committee, except in cases provided for by law. The omission of material facts may represent the provision of misleading information.

## 6. DECLARATION

I am aware that it is an offence to knowingly or recklessly provide any information, which is false or misleading in connection with an application for committee/board member of a co-operative society. I am also aware that omitting material information intentionally or un-intentionally shall be construed to be an offence and may lead to rejection of my application.

I hereby certify that the information given above is complete and accurate to the best of my knowledge and belief, and that there are no other facts relevant to this application of which the Co-operative Society should be aware of.

I undertake to inform the Co-operative Society of any material changes to which may arise while the application is under consideration.

I further confirm that I have agreed to fulfill the responsibilities related to this position.

Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Dated at \_\_\_\_\_ this \_\_\_\_\_ Day of \_\_\_\_\_ 20 \_\_\_\_\_

WITNESSED BEFORE ME:

Name of Witness: \_\_\_\_\_

Signed: \_\_\_\_\_

ID No.: \_\_\_\_\_

