

WAUMINI HOUSING CO-OPERATIVE SOCIETY LTD
Applewood Adam, 2nd Floor, Ngong Road, Adams Arcade

P.O. Box 66761 – 00800
Westlands,
Nairobi, Kenya
Website: www.wauminihousing.com



Tel: 0208001043
Mobile: 0741185443
Fax: 4450198
Email: info@wauminihousing.com

NOMINATION APPLICATION FORM YEAR 2020

I Holder of ID No Do
hereby present myself for nomination to contest the position of member in WAUMINI
HOUSING COOPERATIVE SOCIETY; (TICK appropriately)

Board of Directors

Supervisory committee

1. PERSONAL INFORMATION

(a) Member No PIN

(b) Date of joining the Housing Cooperative dd/mm/yy (c) YOB dd/mm/yy

(d) Share Capital (As at 31/12/2019)

(e) Postal address Code

(f) Physical Address

(g) Telephone number (Office)

(h) Mobile number (i) Email Address

(j) Employer/Business Name

(k) Current position at place of employment

(l) Academic qualifications (Attach Copies of certificates)

O level (Secondary education or equivalent)

Graduate

Postgraduate

(m) Professional qualifications

Certificate

Diploma

(n) Any other qualifications

2. LEADERSHIP POSITION HELD

Name of Organization	Position Held	From	To	Achievements

3. PAST AND CURRENT DIRECTORSHIP HELD

Name of Institution	Position Held	From	To

4. MEMBERSHIP OF PROFESSIONAL BODIES

Name of the Institution	Membership Number	Comments

5. LEADERSHIP AND INTEGRITY (VALID)

- | | YES | NO |
|--|--------------------------|--------------------------|
| 1. Tax Compliance Certificate (KRA) | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Ethics Anticorruption Commission (EACC) clearance | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Higher Education Loans Board (HELB) clearance | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Good Conduct Certificate (CID) | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Credit Reference Bureau (CRB) clearance | <input type="checkbox"/> | <input type="checkbox"/> |

(Attach Copies)

6. QUESTIONNAIRE

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

Yes No If so, give particulars of the country/court which you were convicted, the offence, the penalty imposed and the date of conviction

.....

6.2 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? Yes No

If so, give particulars

.....

6.3 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?

Yes No If so, give particulars

.....

6.4 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?

Yes No If so, give Particulars

.....

6.5 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?

Yes No If so, give particulars

.....

6.6 Have you ever been declared bankrupt by a court of law or has a bankruptcy petition ever been served on you? Yes No If so, give particulars

.....

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

Yes No If so, give particulars

.....

6.8 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? Yes No If so, give particulars

.....
.....

6.9 Are you presently, or do you, other than in a professional capacity, expect to be engaged in any litigation in any country? Yes No If so, give particulars?

.....

6.10 Have you or any entity or person you are associated with ever done business with the society? Yes No If so, what nature of business?

.....

6.11 Are you a member of any other HOUSING COOPERATIVE? Yes No If yes, which one?

6.12 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

.....

6.13 Provide two Referees 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 two years and should be members of the Housing Cooperative.

(Referee to fill below)

<u>Name</u>	<u>Mno</u>	<u>Signature</u>	<u>Date</u>
1 _____	_____	_____	_____
2 _____	_____	_____	_____

7. **DECLARATION**

I being an adult of Sound mind accept and authorize publication of my personal profile by the society for the knowledge of the membership. I also understand that my obligations with and related party dealings in the Housing cooperative shall be disclosed to the members annually without the society seeking my approval. I authorize the Housing cooperative to do a background check and have the right of reservation on approval of my application. I also confirm that I have read, understood and agree to be bound by the Cooperative Society's Act, Rules, Bylaws, Housing Cooperative policies and rules governing the nominations and election procedures in WAUMINI HOUSING COOPERATIVE SOCIETY LIMITED.

Applicant's Signature Date

Witness Date

NOTE:

- a) The information given in response to this questionnaire shall be kept confidential, except in cases provided for by law. The omission of material facts may represent the provision of misleading information.
- b) However, at the annual general meeting, the Member will be given the outcome of the Vetting Board's finding on each candidate to the extent that guides them to make an informed choice of the candidate to vote for.
- c) Check the minimum requirements from the call for nomination.
- d) Duly completed nomination forms, attached with copies CV, academic certificates, required clearance certificates and National Id must be hand delivered to the Secretariat so as to be received **on or before 4.00pm, 21st February, 2020**

Required Minimum qualifications

ELECTION OF BOARD AND SUPERVISORY COMMITTEE MEMBERS

- i. No member shall be eligible to be elected as a Board or Supervisory Committee member unless he has been an active member of the Society for at least Six months.
- ii. The Board and Supervisory Committee members shall be elected for a term of three (3) years, subject to one third retiring annually on rotation, who shall retire at the end of the third year. The retiring members shall, however, be eligible for re-election.
- iii. No member shall be eligible to be elected to the Board or Supervisory Committee if he:
 - a) Is not a member and an elected delegate of the Society.
 - b) Is less than 18 years of age.
 - c) Has not attained a minimum 'O'-level of education or its recognized equivalent.
 - d) Is an employee of the Society or is receiving any payment from the Society as remuneration, salary or other payments save for dividends on shares or interest on deposits.
 - e) Is a Board member in another Housing Society.
 - f) Is a member of a society with similar objectives as Waumini Housing Society.
 - g) Is an un-discharged bankrupt.
 - h) Is of unsound mind.
 - i) Has been adversely named by the Commissioner or the Authority in an inquiry report adopted by a general meeting for mismanagement or corrupt practices while being a member of the Board.
 - j) Has been involved in mismanagement of the affairs of another institution.
 - k) Has been convicted of any offence involving dishonesty or is sentenced to imprisonment.
 - l) Has been convicted of any offence under the Co-operative Act or Rules.
 - m) Is a person against whom any amount of money is due under a decree, decision or order or is pending recovery under the Co-operative Act.
 - n) Has not attained minimum shares.

MOTTO: YOUR TRUSTED HOUSING PARTNER

Please include our postal code: 00800 every time you address mails to Waumini Housing Co. Ltd.