

27/08/2025

**NOTICE TO MEMBERS – APPLICATION FOR VACANT BOARD POSITIONS**

Dear Members,

This is to notify all members that there are **vacant positions on the Board of Directors**, three for Management committee and one for supervisory committee. In line with the SACCO By-laws and the Cooperative Societies Act, members are hereby invited to apply to be considered for nomination and election to serve on the Board.

**Application Procedure**

- Interested members should submit a **formal application letter**, accompanied by a **duly completed nomination form**.
- Applications must be received **on or before 12<sup>th</sup> September 2025** at the SACCO office.
- Shortlisted applicants will be subjected to vetting by the Nomination Committee in accordance with the SACCO policy and regulatory guidelines.

We encourage qualified and committed members to apply and take part in strengthening the leadership of our SACCO. The qualifying requirements and nomination application forms are attached.

For inquiries, please contact: 0701192135 or email [info@kenfamsacco.co.ke](mailto:info@kenfamsacco.co.ke)



**Rebecca Kimani**

**Election & Vetting committee secretary**



## **ELIGIBILITY TO BE ELECTED AS A MEMBER OF THE BOARD OF DIRECTORS**

No person shall be eligible as a member of the Board of Director if he/she

- a) has not been a member of the SACCO Society for at least 5 years prior to the Annual General Meeting;
- b) Has not attained at least a minimum deposit of Ksh. 300,000 and share capital of Ksh. 10,000;
- c) Has been adversely named by the Commissioner in an Inquiry Report endorsed by a General Meeting for mismanagement or corrupt practices while still a member of the Board of a Co-operative Society or Union, in the last ten (10) years, or mentioned adversely in any other national government inquiries where he/ she has been shown or alleged to be engaging or have engaged in dishonest activities;
- d) Has been adversely named by the Authority in an Inspection Report for mismanagement or corrupt practices while still a member of the Board of Directors or officer of a SACCO Society in Kenya;
- e) has been barred or prohibited from holding office as a director or officer of a SACCO Society by the Authority;
- f) has been charged of any offence involving dishonesty, a crime involving fraud, perjury or breach of contract of a financial institution;
- g) has been convicted of any offence involving dishonesty or is imprisoned for three (3) months or more with a crime involving fraud, perjury or breach of contract of a financial institution;
- h) is delinquent on loans with the SACCO Society for any period within two (2) years prior to elections;
- i) shall not have attained a minimum of "O" level certificate of Education or equivalent except as otherwise expressly exempted by the Commissioner;
- j) is undischarged bankrupt;
- k) is under 18 years of age
- l) is of unsound mind;
- m) is a member of the Board of Directors of another existing SACCO Society authorized or licensed under the Sacco Societies Act;
- n) is an official of or holds a political office at any level;
- o) does not conform to minimum qualification standards in accordance to any applicable law;
- p) has been removed from public office or barred from holding public office by any agency of the government, on disciplinary action;
- q) has not executed and submitted or caused to be submitted to the Authority, the Fit and Proper Test Form as provided in the Regulations, 2020;
- r) has not attached the following documents: -
  - i) National ID



**KENFAM  
SACCO  
LIMITED**

*A Cord of Empowerment*

- ii) KRA certificate
- ii) CRB certificate
- iv) Certificate of good conduct
- v) Dully filled Nomination form

#### **QUALIFICATIONS FOR MEMBERS OF SUPERVISORY COMMITTEE**

A member shall be qualified and eligible for elections to the Supervisory Committee of the SACCO Society, if the members have qualifications similar to those of Board Members; and have at least one (1) of person bearing some knowledge or qualifications in accounting or finance;







**KENFAM NWD T SACCO SOCIETY LIMITED**

**NOMINATION APPLICATION FORM**

1. I, .....holder of ID  
No.....M/No.....P/No.....FOSA A/C  
No..... Mobile No..... Do hereby present myself for  
nomination to contest the position of a member of Board of Directors/Supervisory<sup>1</sup> committee  
of Kenfam NWD T Sacco society limited Board of directors.

**2. MEMBER'S ACCOUNT DETAILS**

Shares as at ...../...../..... (Date).....  
Deposits as at ...../...../.....(Date).....  
Total BOSA loans ...../...../.....(Date) .....  
Total FOSA loans as at ...../...../.....(Date) .....  
Contact address.....  
Employer Name and contact .....  
Terms of employment.....  
Expiry date if contract.....  
Academic qualifications.....  
Any other qualifications.....

**Declaration**

I,.....accept and authorize publication of my personal  
profile by the society for the knowledge of the membership when elected on the board. I also  
understand that my obligations with and related party dealings in the Sacco shall be  
disclosed to the members annually without the society seeking my approval.

I also confirm that I have read, understood and agree to be bound by the Society's Act,  
Rules, Bylaws, Sacco policy and rules governing the nominations and election procedures in  
Kenfam NWD T Sacco society limited

Applicant's Signature.....M/No.....P/No.....Date.....

Witness Signature..... M/No. .... P/No.....Date.....

NB: Kindly tick the seat you are contesting for:-

- a) Management ( )
- b) Supervisory ( )