



RAA ELITES SACCO SOCIETY LTD.

To promote the economic & social status of our customers in Kenya.

P.O BOX 45 – 60103 - Runyenjes

Mobile. +254 743 115 040

Email: info@raaelitesacco.com

Website: raaelitesacco.com

BOARD MEMBER VETTING APPLICATION FORM

SERIAL NO.....

Instructions to Applicants

1. Fill PART A and B of the form in full where applicable.
2. Attach the following documents;
 - ✓ Copy of National Identity Card.
 - ✓ Copy of National Identity cards for the Proposer and Seconder.
 - ✓ Copy of Secondary Education Certificate.
 - ✓ KRA PIN.
 - ✓ Two (2) color passport photos
3. The Form **MUST** have no alteration whatsoever. In case the form is spoilt, request for another form
4. The duly filled Form **MUST** be received back at the Head office by close of business on/...../20.....
5. Payment of **KES 500** Application Form

A. APPLICANTS DETAILS

NAME: _____

SACCO MEMBER NO: _____

ID NO: _____

PHONE NO: _____

DATE OF BIRTH: _____

ADDRESS: _____

CURRENT OCCUPATION: _____

EXPECTED DATE OF RETIREMENT: _____

NAME OF PROPOSER: _____

SACCO MEMBER NO: _____

NAME OF SECONDER: _____

SACCO MEMBER NO: _____

B. VETTING OF ELIGIBILITY TO BE A DIRECTOR

(Requirements as per Section 33 of the By-Laws)

No	Section	YES	NO	Verification notes
1	Has minimum development Shares of KES 885,000 not achieved via boosting (Major shareholder)			
2	Has minimum development Shares of KES 54,000 not achieved via boosting (Minor shareholder)			
3	Has minimum Share Capital of KES 3,000			
4	Has a minimum Secondary Education (Attach relevant Certificate)			
5	Active Sacco account with at least KES 5,000			
6	Must have been a member for 24 months consecutively			
7	Has NOT been adversely named by the Commissioner or his/her representative in an inquiry report endorsed by an Annual or Special General meeting for mismanagement or corrupt practices whilst still a member of the Board of a co-operative society or union in the last ten years, or named in any other national inquiries where he/ she has been shown to be engaging in dishonest activities			
8	Has NOT been adversely named by the Authority in an inspection report for mismanagement or corrupt practices while still a member of the board of a SACCO Society			
9	Has NOT been charged of any offence involving Dishonesty, a crime involving fraud, perjury or breach of contract of a licensed financial institution			
10	Is NOT delinquent on loans with the SACCO for more than 90 days within 2 years prior to elections;			
11	Is NOT undischarged bankrupt			
12	He/she is NOT under twenty one years of age			
13	Is NOT of unsound mind			

14	Is NOT a Board member of another existing SACCO Society licensed under the Act;			
15	Does NOT hold a political office at any level			
16	Has NOT been removed from public office on disciplinary action			
17	Does NOT hold any money belonging to the society other than a loan at the end of the financial year			
18	Conform to minimum qualification standards in accordance to the applicable law			
19	Is of Male gender			
20	Is of Female gender			
21	Is a member of a Corporate group in the Sacco			

C. VETTING AND VERIFICATION OF REQUIRED ATTACHMENTS
(FOR OFFICIAL USE)

Document	Attached	Not Attached	Verification Notes
National Identity Card of Applicant			
National Identity Card of Proposer			
National Identity Card of Seconder			
KRA PIN Certificate			
Highest Academic certificate			
Professional qualification certificates			
Two copies of latest color passport photos			

D. INFORMATION REQUIRED IN SECTION B OF NOMINATION FORM
(FOR OFFICIAL USE)

DETAILS	YES	NO	VERIFICATION NOTES
Has provided all the information required in Part A.			
Proposer and Seconders particulars match as per ID			
Any matter noted which might require clarification from the Applicant?			

DECLARATION

I declare that the information I have given above is true to my knowledge and I grant the Vetting Committee the right to verify the information from any source they deem appropriate.

Name.....

Signature.....

Date.....

FOR OFFICIAL USE ONLY (VETTING COMMITTEE)

GENERAL OBSERVATION/REMARKS

.....

.....

.....

.....

.....

.....

Approved to Contest

☐

NOT approved to Contest

☐

REASONS FOR DISQUALIFICATION (IF NOT APPROVED)

.....

.....

.....

.....

.....

.....

DETAILS OF THE VETTING COMMITTEE MEMBERS

1. NAME:

DESIGNATION:

SIGNATURE:

DATE:

2. NAME:

DESIGNATION:

SIGNATURE:

DATE: