



## **ANNEX 2: FURTHER INSTRUCTIONS ON COMPLETION OF THE FIT AND PROPER TEST FORM**

### **PERSONAL INFORMATION (Section 2)**

2(a) Provide two recent passport size photos.

2(b) Provide a sworn in affidavit in case of change of name.

2(d) In addition to providing the PIN number, the applicant should provide certified copy of the PIN certificate.

2(e) Provide a certified copy of the National ID or the passport as the case may be.

2(h) Indicate place of residence, estate, house number and street where applicable

2(i) State the highest educational qualifications attained and should be supported by copies of the certificates. The copies should either be certified by an advocate or endorsed by officers of the SACCO authorized as official signatories.

2(j) State the professional qualifications and should be supported by copies of the certificates. The copies should either be certified by an advocate or endorsed by officers of the SACCO authorized as official signatories.

*Senior management or the heads of departments should include a detailed resume.*

### **EMPLOYMENT/ BUSINESS RECORD (Section 3)**

This information relates to your experience, whether in employment or business and should be completed fully.

### **DESCRIPTION OF YOUR PAST AND CURRENT ACTIVITIES (Section 4)**

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

a) The name of institution includes the SACCO Society

b) The applicant should provide the total shares and deposits held in the SACCO under the column "Amount of shareholding".

c) For other institutions where the applicant holds shares, provide the full names of the institution.

#### **4.2 DIRECTORSHIP.**

a) The name 'Institution' includes other cooperative societies, National Cooperative Organizations, public or private companies.

#### **4.3 PROFESSIONAL BODIES**

a) Provide the professional association you belong to if applicable. Examples include Teachers Service Commission, Institute of Purchasing and Supplies, Marketing Society of Kenya, Engineering Association, Institute of Surveyors of Kenya, Law society of Kenya, Nurses & Clinical Association of Kenya, Institute of Certified Public Accountants of Kenya etc

4.4 SOCIAL CLUBS: Complete as appropriate.



#### 4.5 BORROWINGS

- a) Disclose all outstanding loan facilities from your SACCO, bank and any other lending institution.
- b) Value of security should include the guarantors' deposits pledged as security for the loan.
- c) Date of offer is the date the loan was granted as per the loan agreement.

The SACCO society shall provide a certified consolidated schedule of all outstanding credit facilities (loans and advances) in respect of directors and senior managers. The schedule shall contain the following details:

- i. Member name and number
- ii. Type of credit facility;
- iii. Date loan/advance granted;
- iv. Outstanding loan/advance balance
- v. Term of the loan/advance;
- vi. Classification of the loan (Regulation 41(3); and
- vii. Remarks on where a loan is substandard and below or where the facility has been restructured or refinanced/topped up.

***Note that the prescribed format of this schedule is annexed on for your reference and guidance.***

#### QUESTIONNAIRE (Section 5)

5.11 This questionnaire must be fully completed including the full 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.

- a) The referees must not be related to you, and should have known you for at least five years.
- b) Preferably the referees should be:
  - from your previous or current employment but a person senior to you;
  - local administration officer such as a chief or his/her assistant, church leader or head teacher in the case of rural SACCOs;
- c) Cross referencing for example within the Board or heads of departments is not acceptable.



ANNEX: ADDITIONAL INFORMATION FOR SECTION 4.5 ON BORROWINGS (FIT AND PROPER TEST FORM)

4.5(a) Schedule of outstanding loans and advances for the Board of directors as at (end of last month)

Names	M/No	Type of facility	Date granted	Amount granted	Term in months	Loan Classification	Remarks
1. John Sacco	2390	Normal	1/3/2008	500,000	36	Performing	N/A
		Salary Advance	14/8/2010	50,000	3	Performing	
2. Sam Others	1234	Development	19/3/2007	1,000,000	36	Performing	Loan refinanced in 6/2009 and term extended to 3/2011

4.5(b) Schedule of outstanding loans and advances for the senior management as at (end of last month)

Names	M/No	Type of facility	Date granted	Amount granted	Term in months	Classification	Remarks
1. John Sacco	2390	Normal	1/3/2008	500,000	36	Performing	N/A
		Salary Advance	14/8/2010	50,000	3	Performing	
2. Sam Others	1234	Development	19/3/2007	1,000,000	36	Performing	Loan refinanced in 6/2009 and term extended to 3/2011

**Authorization:**

We declare that this return, to the best of our knowledge and belief is correct.

.....Sign.....Date: .....

Name of Authorizing Officer

.....Sign.....Date: .....

Name of Countersigning Officer

All enquiries on these instructions should be directed to:

[Supervision@sasra.go.ke](mailto:Supervision@sasra.go.ke) or call +254 719 555 877