

KINGSIZE BOARD APPLICATION/VETTING FORM

Instructions to Candidates

1. Fill **PART A** of the form in full where applicable. Any blank space shall render the application to be considered incomplete and thus inadmissible
2. Attach the following documents;
 - a) Copy of National Identity Card.
 - b) Copy of a valid Certificate of Good Conduct.
 - c) Copy of National Identity cards for the Proposer and Seconder.
 - d) Copy of your highest Academic or Professional Education Certificate.
 - e) Copy of valid KRA Tax Compliance Certificate.
 - f) Copy of a valid CRB Clearance certificate
 - g) Two (2) colour passport photos.
 - h) Evidence of stable source of income e.g. bank/M-pesa statement, latest payslip, etc
3. The duly filled Form should be submitted back to KINGSIZE SACCO offices **by 3.00p.m, 5th January, 2026 in a sealed envelope addressed to;**

**THE CHAIRMAN
THE VETTING COMMITTEE
KINGSIZE REGULATED NWDT SACCO**

4. Feedback of vetting results will be communicated on **9th January, 2026**.
5. Any appeal against the results to be communicated on 09.01.2026 must be received in KINGSIZE SACCO offices by 16.01.2026

PART A: APPLICANTS PARTICULARS.

Position Applied For tick **(BOARD)** or **(SUPERVISORY)**

NAME.....ID NO..... MEMBERSHIP NO.....

SAP NO.....TEL NO:..... EMAIL ADDRESS:.....

EMPLOYER.....DEPARTMENT:.....

DUTY STATION.....EXPERTISE.....

NAME OF PROPOSER.....SAP NO.....MNO.....ID NO.....

NAME OF SECONDER.....SAP NO.....MNO.....ID NO.....

PART B: REQUIREMENTS AS PER THE LAW

In order to establish compliance to requirements to be a Director in a Co-operative pursuant to **Section 28(4) of the Co-operatives Act** (Same as Clause 32 of the KINGSIZE SACCO Bylaws), kindly respond to the following questions;

| No | Qualification Question | Response | Vetting Confirmation | |
|----|---|----------|----------------------|-------|
| | | | True | False |
| 1. | How old are you? (Attach copy of ID) | | | |
| 2. | Are you able to read and write? (Attach a copy of your highest academic and/or professional certificate) | | | |
| 3. | Do you receive any salary or remuneration from the SACCO? | | | |
| 4. | Are you a Board member in another Sacco? If yes state the name the SACCO | | | |

| | | | | |
|-----|--|--|--|--|
| | | | | |
| 5. | Are you a member of another SACCO which lend money to members? | | | |
| 6. | Are you engaged in the business of lending money? | | | |
| 7. | Are you ready and willing to declare your wealth to the Commissioner for Co-operatives within thirty days of being elected KINGSIZE SACCO Director? | | | |
| 8. | Have you ever been declared bankrupt? If yes have you been discharged from bankruptcy? | | | |
| 9. | Have you been adversely mentioned in report adopted by any general meeting for mismanagement or corruption while serving in position of authority? | | | |
| 10. | Have you ever been convicted of dishonesty or sentenced to imprisonment for a term exceeding three months? (Attach a copy of valid Certificate of Good Conduct) | | | |
| 11. | Have you ever been convicted of any offence under the Co-operatives Act? | | | |
| 12. | Do you have any uncleared debt owing to any Co-operative Society or any financial institution other than in respect of a loan? (Attach CRB Clearance Certificate) | | | |
| 13. | Is there money due against you under a decree or order or is pending recovery under the Co-operatives Act? (Attach your Tax Compliance Certificate) | | | |

PART C: REQUIREMENTS AS PER THE KINGSIZE SACCO AGM RESOLUTION

In order to establish compliance to requirements to be a Director of KINGSIZE SACCO as per AGM resolutions, kindly respond to the following questions;

| No | Qualification Question | Response | Vetting Confirmation | |
|----|--|----------|----------------------|-------|
| | | | True | False |
| 1. | What is your total Share Capital contribution in KINGSIZE SACCO? (Minimum of Ksh 15,000/=) | | | |
| 2. | What is the total amount of your Non-Withdrawable Deposits in KINGSIZE SACCO as at 31.12.25? (Must be 0.25% of total Non-Withdrawable deposits as at 31.12.25 0.25% of Ksh 622,000,000/=) | | | |
| 3. | How long have you been a member of KINGSIZE SACCO? | | | |
| 4. | Have ever defaulted a loan in KINGSIZE SACCO in the last two years? | | | |

DECLARATION BY THE APPLICANT

I declare that the information I have given above is true to the best of my knowledge and further confirm that I am aware that if any of such information is established as inaccurate, then, I will be automatically disqualified.

Name.....Signature.....Date.....

PART D: FOR OFFICIAL USE

We, members of the Vetting Committee having verified all the details provided by the applicant at our sitting on/...../20..... hereby;

Approve this application to vie for KINGSIZE SACCO Directorship

Decline this application to vie for KINGSIZE SACCO Directorship due the following reasons

[1][4]

[2][5]

[3][6]

Name:.....Position.....Signature.....Date...../.../.....

Name:.....Position.....Signature.....Date...../.../.....

Name:.....Position.....Signature.....Date...../.../.....