

CBO

NEW



Republic of Kenya

**MINISTRY OF LABOUR AND SOCIAL PROTECTION
STATE DEPARTMENT FOR SOCIAL SECURITY & PROTECTION
DIRECTORATE OF SOCIAL DEVELOPMENT**

**APPLICATION FORM FOR REGISTRATION OF A COMMUNITY BASED ORGANIZATION (CBO)
AS PER THE COMMUNITY GROUPS REGISTRATION ACT, NO. 30 OF 2022.**

COUNTY	CONSTITUENCY	SUB-COUNTY	WARD

1. (a) Basic Information of the Community Based Organization (CBO)

Name of Community Based Organization.....

Type of CBO (**Tick one**) New Amalgamation

If Amalgamation, (list the forming groups).

1. Registration No.Group name.....

2. Registration No.Group name.....

(If more than 2 groups attach a separate list)

Area of Coverage (*not more than one county*).....

Division..... Location.....

Sub Location..... Year of Formation.....

Postal Address..... Physical Address.....

Email..... Telephone.....

Website (where applicable).....

(b) Who mobilized your members to seek official registration?

- Self
- Officer from social development office
- Other ministry`s staff
- CBO
- NGO
- Chief
- Others.....Indicate the person/official

2. Official Meetings

Meeting Venue..... Meeting Day(s).....Time.....

3. Membership of the CBO

	Female	Male	Intersex	Total
Total Number of members at the time of registration				
Number of Persons with Disabilities (PWDs)				
Number of Youth (18-35 years)				
Number of Older Persons (60+ years)				
TOTAL				

4. Management Committee

Date elections were conducted:.....Method of voting:.....

Elections Venue:.....Supervised By:.....Title:.....

Contact Address/Tel. No:.....Confirmed by:.....

Title:..... Contact Address/Tel. No:.....

No	Position	Name of Person	F	M	ID/No.	Tel/Email	Signature
1.	Chairperson						
2.	Secretary						
3.	Treasurer						
4.	V/Chairperson						
5.	V/Secretary						
6.	Committee Member						
7.	Committee Member						

***Attach a separate list of all committee members if more than seven (7)**

5. CBO Project Objectives

- i.
- ii.
- iii.

6. Activities of the CBO

a) Type of activity(ies) - tick as appropriate

1.	Community project
2.	Community Empowerment
3.	Community Advocacy
4.	Crop farming
5.	Cultural/traditional activities
6.	Environment Conservation
7.	Financial services
8.	Fishery
9.	Health care
10.	Livestock rearing
11.	Poultry keeping
12.	Skills development
13.	Tourism
14.	Youth empowerment
15.	Merry-go-round
16.	Table banking
17.	Other(s)

b) Specify the main activity

.....

7. Future Plans/Activities (if any)

- i.
- ii.
- iii.

8. Assistance from the Government/Other Organization(s)

Assistance received so far

Type (Can Tick multiple) Financial Technical Material

Source of Assistance.....

How does the CBO intend to fund its activities?

Members Contributions Loans Donations Grants Others.....

9. Applicants Signature

Position Chairperson Secretary Treasurer

Chairperson

Name..... Telephone.....

Signature..... Date.....

Secretary

Name..... Telephone.....

Signature..... Date.....

Treasurer

Name..... Telephone.....

Signature..... Date.....

FOR OFFICIAL USE

1. Recommended by

NGAO Officer(Mandatory)

Name.....Location/Sub-location

SignatureDateStamp.....

Relevant Technical Ministry/Department

Name of the Officer.....Title.....

SignatureDate..... Stamp.....

2. Approved and Registered by the County Coordinator/ Sub-County Officer for Social Development*

Name.....Title:.....

Signature.....Date.....Stamp.....

REQUIREMENTS FOR REGISTRATION OF A CBO

1. Name search
2. Minutes of the meeting seeking registration and showing elected officials **MUST** be attached to the Application form.
3. List of members duly signed with Name/Position/ID No./Mobile No. and Signatures **MUST** be attached to the Application form.
4. The Application form **MUST** be accompanied by the CBOs Constitution.
5. Attach ID Copies of all members
6. The Application form **MUST** be accompanied by a Memorandum of Understanding (MOU) where CBO is formed through **amalgamation** (i.e. where several groups come together to form an umbrella organization).
7. Attach the original certificates of the affiliate group who are amalgamating.
8. Pay Approved Registration fee of **Ksh.5, 000/=**.

After registration, the CBO **MUST** adhere to the following;

- i. Renew the Certificate **Annually**
- ii. Submit **Quarterly** Progress Reports to the Registering Authority
- iii. Allow accessibility of records to the Registering Authority upon request or when demanded to do so

NOTE: Failure to adhere to the above requirements will lead to Non-registration/De-registration