

SHG**NEW****MINISTRY OF GENDER, CHILDREN AND SOCIAL DEVELOPMENT****DEPARTMENT OF GENDER & SOCIAL DEVELOPEMENT****APPLICATION FORM FOR REGISTRATION OF SELF-HELP GROUP/PROJECT TO DISTRICT
GENDER AND SOCIAL DEVELOPMENT COMMITTEE**

COUNTY	CONSTITUENCY	DISTRICT

1. Basic information of the group

Name of Group/Project

Type of Group/Project

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

Sub-Location..... Date of formation.....

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

2. Official meeting

Meeting Venue Meeting Days Time.....

3. Membership of the group/project

Number of member at the time of registration: Women..... Men..... Total.....

Number of Persons with Disabilities: Women..... Men..... Total.....

4. Management committee:-

Date elections were conducted

Supervised by Title

No	Position	Name of person	ID/NO	Tel	Signature
1	Chairperson				
2	Secretary				
3	Treasurer				
4	V/chairperson				
5	V/secretary				
6	Member				
7	Member				

5. Group/Project objectives:-

i..... ii..... iii.....

6 Current Activities:-

i..... ii..... iii.....

7. Future plans activities:-

i. ii..... iii.....

8. Assistance from the ministry / Dept. /Organization

Assistance received so far Type

Source of Assistance

How does the group/Project intend to fund its activities?

Member Contribution Loan Donation Grant Other.....

9. Applicants Signature

Position: Chairperson Secretary Treasurer

Name..... Tel.....

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

FOR OFFICIAL USE

1. Recommended by

Location/Sub-location Chief / Assist. Chief

Name..... Date.....

Signature..... Stamp.....

Relevant Ministry / Dept..... Title.....

Name..... Date.....

Signature..... Stamp.....

Chairperson / Secretary for Location / Division Social Development Committee

Name..... Date.....

Signature..... Stamp.....

2. Issued number

Registration No..... Certificate No.....

3. Approved and registered by

Secretary for DGSDC

Name..... Date.....

Signature..... Stamp.....

GUIDELINES FOR REGISTRATION OF A SHG

1. Minutes of the meeting seeking registration and showing elected officials must be attached to the application forms.
2. List of members duly signed with Name/position/ID/No. must be attached to the application forms
3. This form must be accompanied by the group BY-LAWS / RULES.
4. Once registered, certificate shall be renewed annually.
5. Once the group is registered it shall be required to submit quarterly report to DGSDO.
6. Allow accessibility of records to the registering authority.
7. Pay approved Registration fee of Ksh. 1,000/=.

Note: Failure to adhere to the above conditions will lead to non-registration /or Deregistration.