



ISO 9001:2008 CERTIFIED



WATER SECTOR TRUST FUND

Registration of UBSUP SafiSan operators with the Department of Gender and Social Welfare

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- Visit and Department of Gender and Social Development office and request to be registered. The department is the only one mandated by the government to register CBOs and self help groups
- To register as a self-help group in Kenya, the requirements are:
 - A duly completed application form and a draft constitution.
 - The draft constitution is a prototype constitution
 - One off payment of 1000 shillings

So what does it take for a group to be registered as a self-help group with the ministry?

- Before you register your group, ensure that all the members share the mission, vision and objectives of the group. This way you are sure of achieving your desired goals.
- Your group will only be registered if it has fifteen or more members.
- The group should have by-laws or a constitution that guides its activities and dictates its membership including the officials. Ensure that your constitution clearly indicates your objectives.
- A group must pay a registration fee of Sh1, 000.
- Every registered group must furnish the registrar with the annual returns at a fee of Sh100. Failure to file returns is an offence and a group that fails to do the same can be de registered.
- In case of change of group officials or office titles, a group must notify the registrar within 14 days of notice. This must be signed by three officials.
- Any group planning to amend its constitution or name must obtain permission from the registrar by putting the application in writing. This too, must be signed by three officials — the chairperson, secretary and treasurer. The letter must be accompanied with a copy of minutes, which must be certified by the three officials as a true copy of the minutes of the meeting at which the resolution to make such a change was passed.
- Every registered group is required to hold an annual general meeting once a year and all members must be invited.
- Apart from the annual returns, a group is required to pay some fee in case of any of the following: These fees vary
 - if they want to change their postal address
 - If they want to change their officials
 - If they require a certified copy of a certificate,
 - If they would like to apply for a constitution amendment,
 - If they would like to apply for the dissolution of the group
 - Application for confirmation letters of group officials and name search.

The advantages of registering as a group

- The advantage of registering a group is that it will be recognised by law as a body and can transact business in its own name.
- The group can also own property on behalf of the members. The fact that the group is legally bound gives members a sense of security even as they contribute their money to the group activities.
- It is also important for every registered chama to be conversant with tax implications of their property transactions, more so when they sell it and intend to split the cash.
- They should realise that they are jointly liable to account for debts and obligations of the group.