

THE SUPPLIES PRACTITIONERS MANAGEMENT
(REGISTRATION AND LICENSING) REGULATIONS, 2015

PART I — PRELIMINARY

1. These Regulations may be cited as the Suppliers Practitioners Management (Registration and Licensing) Regulations, 2015. Short title.
2. In these Regulations, unless the context otherwise requires— Interpretation.
- “body corporate” means any body incorporated in Kenya under a statute or law which confers distinct legal persona on such body as a corporate entity with or without perpetual succession and whether or not with limited liability;
- “Committee” means the Registration Committee established under section 17 of the Act;
- “good standing” in relation to a member means a member who is up to date in payment of all dues and fees and is not under disciplinary sanctions;
- “member of the Institute” means person who is for the time being the holder of a valid Registration Certificate;
- “private entity” means any entity, body or organization corporate or unincorporated, whether or not for profit which is not a public entity in which the activities and functions of the supplies profession are routinely conducted or carried on and includes private and public companies, non-governmental organizations, international agencies, trusts and societies;
- “Registrar” means the Registrar of the Committee appointed by the Cabinet Secretary under section 15 (2) of the Act.

PART II — REGISTRATION

3. (1) A person who qualifies for registration under section 16 of the Act may apply for registration in accordance with these Regulations. Application for registration.
- (2) An application for registration under section 17 of the Act shall—
- (a) be in a form RC1 set out in the Schedule; and
- (b) be accompanied by the prescribed fee.
- (3) An applicant shall submit, together with his or her application for registration under paragraph (a), copies of his or her academic certificates or other documents as are necessary to evidence his or her qualification for registration.
4. (1) A person who— Application for temporary registration by foreigner.
- (a) qualifies to be registered as a supplies practitioner under the Act;
- (b) has knowledge of local matters relating to supplies practice;

- (c) is ordinarily resident in Kenya;
- (d) is or intends to be present in Kenya and to engage in practice as a supplies practitioner for specific work for which he has been engaged; and
- (e) meets the qualifications or conditions prescribed by the Council for registration,

may apply to the Committee for temporary registration for a specified period to undertake specific work for a period not exceeding one year at a time.

(2) An applicant for registration under paragraph (e) shall, in addition to the documents specified in regulation 3, (1) submit to the Registrar —

- (a) an application for registration in Form RC1 set out in the Schedule;
- (b) a certificate of good standing;
- (c) documentary evidence of his or her work or employment immediately prior to his or her coming to Kenya;
- (d) the prescribed fee; and
- (e) such other information as the Council may require for the determination of the application.

(3) The Committee may require an applicant to appear before it and produce the documents or such information as it may require in the determination of an application for registration.

5. The Registrar shall, upon receipt of an application under regulation 3 or 4 enter the particulars of the application in a register kept for that purpose.

Receipt of application.

6. (1) Every application for registration shall, so far as is practicable, be considered by the Committee at its first meeting after the receipt of the application.

Consideration of application.

(2) The Committee shall, in considering an application for registration, take into account the matters specified under section 16 of the Act.

7. The Committee may require an applicant for registration to furnish such further information or evidence of eligibility for registration as it may consider necessary and may require the applicant to appear personally before the Committee at the applicants' own expense.

Request for further information.

8. (1) The Committee may refuse to consider the application of any person who fails to comply with a requirement made under regulation 7.

Refusal to consider application.

(2) Nothing in this regulation shall prevent the Committee from acting upon any evidence received from any person in relation to an application made under these Regulations.

9. (1) The Committee shall consider an application and may make an order for the registration of, and issuance of a registration certificate to an applicant by the Registrar. Decision of Committee for registration of an applicant.
- (2) The decision of the Committee upon an application for registration shall be communicated to the applicant in writing.
- 10.(1) The Registrar shall maintain a register in which shall be recorded— Register.
- (a) the name of any person whose application has been approved under regulation 9.
 - (b) the date of the entry in the register;
 - (c) the address and contact details of the person registered;
 - (d) the qualifications of the person registered;
 - (e) the registration number issued to the person registered;
 - (f) particulars of the cancellation of the registration of any person;
 - (g) such other particulars as the Committee may from time to time direct.
11. (1) Upon the entry of the name of a person in the register, the Registrar shall issue to that person, a certificate of registration. Issuance of certificate of registration.
- (2) The certificate of registration issued under paragraph (a) shall bear a serial number corresponding to the number of the entry in the register applicable and be delivered to the registered person.
- (3) Every certificate of registration shall be in Form RC2 set out in the Schedule and shall remain the property of the Council.
- (4) The Registrar shall cause to be published in the Gazette, as soon as may be practicable after entry in the register, the name, address and qualifications of each person who has been registered under this Regulation.
12. A person to whom a certificate of registration is issued by the Registrar shall become a member of the Institute, be subject to any laws or rules of the Institute and shall remain a member until the expiration of his certificate or removal of his name from the register. Registration to confer membership on person.
13. A certificate of registration issued by the Registrar shall be valid and remain in force for the year in which it is issued, except where otherwise revoked in accordance with these Regulations, and shall be renewable annually upon the payment of the prescribed annual fee. Validity of registration certificate.
14. Every person whose name is entered in the register shall keep the Registrar informed of any change of address or other particulars of registration and the Registrar shall amend the register accordingly. Change of address or other particulars.
15. Any person may, during office hours, inspect the register or any document in relation to an entry therein upon, except in the case of Inspection of

a registered member, payment of the prescribed fee, and may obtain, from the Registrar, a copy of, or an extract from the register.

16. (1) For purposes of section 20(2) of the Act, the name of a person may be removed from the register where the person –

- (a) is adjudged bankrupt;
- (b) has his or her qualifications withdrawn or cancelled by the body through which it was acquired or awarded;
- (c) is found to have obtained his or her registration through fraudulent means;
- (d) fails to pay the prescribed fees; or
- (e) in writing to the Registrar under regulation 17, requests to be removed from the Registrar;

(2) The Committee shall not remove the name of the person from the register unless the Committee—

- (a) issues to the registered person, a notice of at least fourteen days of its intention to remove his or her name from the register; and
- (b) grants the registered person an opportunity to be heard.

(3) The Committee shall, upon hearing the registered person under paragraph (2)(b) make an order for—

- (a) the removal of the name of the registered person from the register;
- (b) the suspension of the registration of a registered person; or
- (c) the retention of the name of the registered person in the register.

17. (1) A member who wishes to have his name removed from the Register shall notify the Registrar.

Application for
removal from
register.

(2) The Registrar shall, upon receipt of such notice, and prior to removing the name of the member from the register, obtain a confirmation from the Disciplinary Committee on whether there is a disciplinary matter pending against such member.

(3) Where there is a disciplinary matter pending against the member, the Registrar shall not remove the name of member until the matter is determined.

(4) The removal of the name of a member from the Register shall be subject to such orders as the Disciplinary Committee may make.

(5) The Registrar shall within sixty days upon obtaining a confirmation under paragraph (2) or the determination of a disciplinary matter under paragraph (3), remove the name of a member from the register.

18. (1) The Registrar shall, in writing, notify a person whose name is removed from the Register of the removal of the person's name

Notification of
removal from

from the register.

register.

(2) The Registrar shall cause to be published in the Gazette, as soon as practicable, the name, address and qualifications of a person whose name is removed from the register under this regulation.

(3) The name of any person which has been removed from the register under this regulation may not be reinstated into the register except on the direction of the Council or a competent court of law.

19. (1) Where the name of any person is removed from the register or the Committee makes an order for the suspension of a registered person, the certificate of registration shall be surrendered to the Registrar by the person to whom it was issued or, if such person has died, by his personal representative.

Surrender of certificate on de-registration.

(2) Where a certificate of registration is surrendered under paragraph (1), the Registrar shall—

- (a) in the case of suspension of registration, hold the certificate until the expiration of the period of suspension and thereafter return it to the person concerned;
- (b) in the case of removal of a name from the register, cancel the certificate; and
- (c) in the case of a deceased person, endorse the certificate with a note of the death and thereafter may return the certificate to the representative of the deceased person if so requested.

(3) A person who fails to surrender a certificate as required by regulation 19(1) commits an offence and shall be liable, on conviction, to a fine not exceeding five thousand shillings.

20. In the event of the suspension of a registered person or the removal of the name of a registered person from the register for any cause, the Registrar shall endorse such removal or suspension on the register.

Endorsement of register on removal of a name.

21. Where the Registrar is satisfied that a registration certificate has been lost, mutilated or destroyed the Registrar may, upon payment of the prescribed fee issue a duplicate of the certificate to the person to whom the original certificate was issued.

Loss or destruction of certificate.

PART III — LICENSING

22. (1) A person who intends to engage in the business of a supplies practitioner may apply to the Committee for a licence.

Application for licence.

(2) A person who applies for a practising licence under paragraph (1) shall submit to the Committee—

- (a) an application be in Form RC3 set out in the Schedule;
- (b) evidence that he or she meets the requirements specified under regulation (3); and
- (c) the prescribed fee.

(3) A person shall not apply for a licence under paragraph (1) unless the person—

- (a) has held a valid certificate of registration for at least three years prior to making the application;
- (b) has undertaken such courses of instruction or examinations as the Council may prescribe; and
- (c) has is a Full Member or a Fellow of the Institute.

23. (1) Where a body corporate intends to be licensed as a supplies practitioner pursuant to the provisions of the Act, the directors of the body corporate shall— Licensing of body corporates.

- (a) apply for a licence in Form RC4 set out in the Schedule;
- (b) submit together with the application -
 - (i) the certificate of incorporation of the body corporate;
 - (ii) the memorandum and articles of association or any other document of incorporation that would enable scrutiny of the same for the purpose of ensuring that the body corporate satisfies the minimum requirements as the Committee may prescribe; and
 - (iii) the prescribed fee.

(2) A body corporate shall not be licensed under these Regulations unless—

- (a) it is incorporated under the Companies Act; and
- (b) its directors, shareholders, owners or members as defined in the memorandum of association or statute under which it is constituted are at all times individually licensed as supplies practitioners. Cap. 486.

(3) The provisions of these Regulations on the determination of an application for registration shall apply with such modifications as are necessary, to the determination of an application for the issuance of a licence under these Regulations.

24. The Committee shall consider an application submitted to it under regulation 22 and 23 and may, where the applicant meets the requirements under the Act and these Regulations for a licence make an order for the issuance of a licence to the applicant, by the Registrar. Decision of committee to licence a person.

25. The Registrar shall keep and maintain a register in which the name of every licensed person and any changes thereto under these Regulations shall be entered. Register of licenced persons.

26. (1) The Registrar shall, upon the making of an order by the Committee under regulation 24, enter in the register of licenced persons— Entry of licenced person's name in register.

- (a) the name of the licenced person;
- (b) the address and contact details of the licensed person;

- (c) the date of the order for the issuance of the licence;
- (d) the qualifications of the licenced person; and
- (e) such other particulars as the Committee may direct.

(2) Where the name of an applicant has been entered in the register the Registrar shall issue to the applicant a licence in Form RC5 set out in the schedule in the case of an individual person, and in Form RC6 set out to the Schedule, in the case of a body corporate.

(3) A licence issued to a person under paragraph (2) shall remain the property of the Institute.

27. (1) The Registrar shall cause to be published in the Gazette, the names, address, qualifications and licence status of all supplies practitioners licensed under these Regulations.

Publication of registered and licenced applicants.

(2) The publication of the details in the Gazette shall be *prima facie* evidence that the persons named therein are licenced under these Regulations.

28. (1) The Committee may, upon holding such enquiry as it considers necessary, make an order for the suspension of a licence or the removal of the name of a licensee from the register of licensees, if—

Suspension or removal of name of licensed person.

- (a) the registration certificate of the licensee ceases to be valid or if his or her name is removed from the register; or
- (b) the licensee is found guilty of professional misconduct under these Regulations.

(2) The Committee shall not make an order under paragraph (1) unless the committee—

- (a) issues to the licensee, a notice of at least fourteen days of its intention to suspend him or her or remove his or her name from the register; and
- (b) grants the licensee an opportunity to be heard.

(3) The suspension or removal of a licensee's name from the register shall be notified by the Registrar to the licensee in writing.

(4) The Registrar shall cause to be published in the Gazette, as soon as practicable, the name, address and qualifications of a licensee who has been suspended whose name is removed from the register under regulation 28.

(5) The name of any licensee that has been removed from the register under this regulation may not be reinstated to the register except on the direction of the Committee.

(6) The Committee may, in making an order under this regulation, impose such terms and conditions as it may consider necessary.

29. (1) Where the licence of a supplies practitioner has been suspended, the practitioner may apply to the Committee for the lifting

Application for reinstatement or

of the suspension at any time before the expiry thereof.

lifting of
suspension.

(2) Where the name of person is removed from the register of registered persons or licensed persons under these Regulations and the circumstance giving rise to the removal of the name from the register has ceased to exist, such person may apply to the Committee for the reinstatement of his or her name in the relevant register.

(3) Where the Committee is satisfied in respect of an application under paragraph (a) or (b) that the applicant should have his or her suspension lifted or his or her name reinstated in the relevant register, it may, upon the receipt of the prescribed fee and on such conditions as it may impose, make an order lifting the suspension or for the restoration of his or her name in the register and the issuance of a registration certificate or licence thereof.

30. (1) Any person who is aggrieved by a decision of the Committee under these Regulations may apply for review of that decision in accordance with this regulation.

Application for
review of decision
of Committee.

(2) An application for review shall be made upon the discovery of new information or evidence which was not within the knowledge of the applicant when the decision was made or for any other sufficient reason.

(3) An application for review shall be in writing and shall state –

(a) the date on which the applicant was de-registered or suspended; and

(b) the ground on which the application is based.

(4) The Committee shall consider and determine an application for review as soon as practicable and shall notify the applicant of the reason for its determination.

(5) Where the Committee receives an application for review, the Committee may request any person for information which it considers necessary to dispose of the application.

(6) The Committee shall notify the applicant of its decision within seven days of making the decision thereof.

PART IV – MISCELLANEOUS PROVISIONS

31. The quorum at meetings of the Committee shall be five members.

Quorum.

32. (1) The Registration Committee shall cause minutes of all proceedings of its meetings to be entered in books kept for that purpose.

Record of
proceedings.

(2) Any minutes of the Registration Committee if approved and signed by the chairperson of the next succeeding meeting of the Registration Committee, shall be evidence of those proceedings and, until the contrary is proved, the meeting to which the minutes relate shall be deemed to have been duly held and convened and all proceedings thereat to have been duly transacted.

33. (1) Unless an unanimous decision is reached, a decision of any matter before the Committee shall be by a majority of votes of the members present and voting, and in case of an equality of votes, the chairperson shall have a casting vote. Decisions of the Committee.

(3) The decision of the Committee—

(a) shall be in writing; and

(b) shall be signed and dated by the chairperson and every member who heard the matter.

(4) A dissenting opinion may be pronounced separately by the member who wrote it and shall be dated and signed by that member.

(5) Every document containing a decision referred to in this regulation shall, as soon as may be reasonable, be entered in the register of the decision of the Committee and shall be sent to the party affected by the decision of the Committee.

(6) Every copy of a document sent to the affected party under paragraph (5) shall be accompanied by a notification indicating the rights of the party and of the time within which and place at which those rights may be exercised.

(7) Where the decision of the Committee refers to any evidence which has been heard in private, a summary of the decision, omitting such material as the Committee may direct, shall be entered in the register, but copies of the complete decision document shall be sent to the parties together with a copy of the entry.

(8) Except where a decision is announced at the end of the hearing, it shall be treated as having been made on the date on which a copy of the document recording it is sent to the applicant.

34. (1) The Committee shall give reasons for its decisions, and each decision shall include— Reasons for decisions.

(a) a statement of the findings of fact made from the evidence adduced, including, where applicable, (any relevant government policy); and

(b) a statement of the laws and rules of law applied, and the interpretation thereof.

(2) Every order or determination of the Committee shall be made under the hand of chairperson or in his or her absence by the person chairing the meeting at which the order or determination is made.

(3) Every order or determination of the Committee bearing the signature of the person chairing shall be *prima facie* evidence that the order or determination is that of the Committee.

35. The Committee shall submit an annual report to the Council of its decisions and its activities during which the report is made. Reports of the Committee.

36. Nothing done by a body corporate in the exercise of its professional functions as a licensed supplies practitioner shall be deemed to relieve the directors, shareholders, owners, members or Liability of directors etc of a

other officers of the body of liability for any acts or omissions or negligence the consequence of which may result in any loss suffering or damage to a client or third party dealing with it in a professional capacity.

body corporate.

37. A body corporate shall not amend its memorandum or articles of association or other statute of incorporation without first obtaining the written approval of the Committee.

Amendment of incorporation documents by a body corporate.

38. (1) A person who carries on the business of a supplies practitioner commits professional misconduct if such person -

Misconduct by supplies practitioner.

- (a) practises, attempts to practise or permits any person to practise without holding a valid registration certificate;
- (b) certifies or submits, in his or her name or in such manner as to represent that it is by him or her or is approved or consented to by him or her, a professional report of an examination of supplies functions, and such examination and the related records have not been made by him or her;
- (c) permits his or her name to be used in connection with an estimate, pricing or any other matter contingent upon future transactions in a manner which may lead to the belief that he or she vouches for the accuracy of the forecasts;
- (d) expresses a professional opinion of a public entity, a business or enterprise in which his or her relative, has an interest, unless he or she expressly and unambiguously discloses that interest when expressing the opinion;
- (e) fails to disclose, in his or her professional capacity, a material fact known to him or her the disclosure of which is necessary to ensure that his or her statement is not misleading;
- (f) fails to report a material mis-statement known to him or her with which he or she is concerned in a professional capacity;
- (g) is negligent in the conduct of his or her professional duties;
- (h) includes in a statement, return or form to be submitted to his or her employer, the Council or other authority any particular, knowing it to be false;
- (i) practices as a consultant without a license or as a practitioner without a certificate of registration;
- (j) does or fails to do any other act which may be prohibited or prescribed.

(2) For the purposes of this Regulation, the term "relative" in this paragraph means a spouse, child, parent, brother, sister, brother-in-law or sister-in-law.

SCHEDULE

THE SUPPLIERS AND PRACTITIONERS MANAGEMENT ACT
(NO. 17 OF 2007)

KENYA INSTITUTE OF SUPPLIES MANAGEMENT

Form RCI(r.4(2))

APPLICATION FOR REGISTRATION

The Registrar,
Registration Committee,
P.O. Box,
Nairobi.

I.....apply to have my name as stated above entered
in the Register of Kenya Institute of Supplies Management. (to be considered)

1. Surname(BLOCK CAPITALS)

2. Other Names

(BLOCK CAPITALS) Postal address/.....

Email address:

Residential Address

Telephone No. Office House.....Cell.....

Date of Birth

Identification card or passport number (see note 1):.....

Nationality

Have you previously applied for registration? YES /NO.

If YES, state date(s) of previous application(s).....

PERSONAL PARTICULARS

(All particulars set at 2 – 4 must be completed and the declaration at 7 signed)

2. EDUCATIONAL BACKGROUND

School, University or other institution	From	To	EXAMINATION PASSED			
			Name of Examining Body	Degree, Diploma, Certificate award (see note 3)	Class/Division attained	Year

6. a) Are you ordinarily resident in Kenya? Yes/No.

If yes, state from what date

.....

b) If a foreigner, state the purpose of the application for registration (the project or work being

undertaken).....

.....

c) The estimated period of the project

(attach documentary evidence)

7. I declare that the foregoing statements are true in every respect and that none of the disqualifications listed in section 16 of the Act, apply to me. I acknowledge that any statement contained anywhere in this application which is known by me to be false shall invalidate this application and any decision reached thereon by the Committee. I have read and understood the provisions of the Supplies Practitioners Management Act (No. 17 of 2007) and the Public Procurement and Disposal Act.

Applicant's Signature

Dated on theday of.....20.....

* PLEASE INDICATE THE ADDRESS FOR COMMUNICATIONS FROM THE INSTITUTE TO YOU. UNLESS OFFICIALLY NOTIFIED OF A CHANGE THEREOF, THIS ADDRESS SHALL BE TAKEN AS YOUR ADDRESS FOR SERVICE.

Physical Address

Postal Address

Telephone No. Office House..... Cell.....

Fax..... E – mail

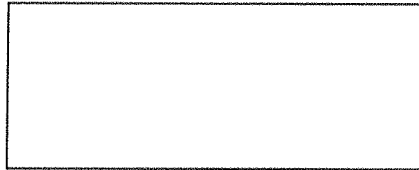
FOR OFFICIAL USE ONLY	
Application No	Date Received.....
Date acknowledged	Receipt No..... Date.....
Approved/Rejected Mm. No... ..	Deferred Minute No.....
Date notification sent	Registration No.....
Gazette Notice No.....	Chairman's Signature.....
Certificate dispatched	Date
Certificate acknowledged	Member's Signature.....
Registrar's Signature	Date.....
Date	

APPLICATION FOR REGISTRATION (NOTES)

A copy of the National Identity Card or passport certified by a commissioner for oaths must be submitted together with the application.

1. No personal cheques shall be accepted.
2. Copies of educational and professional certificates certified by a commissioner for oaths should be enclosed with the application. Original certificates when called for, may either be delivered to the Institute Offices at or sent by registered post. No responsibility will be accepted by the Institute for lost certificates.
3. Give full details of your professional experience and practical training record during the last five years starting from your present appointment. Each employment must be confirmed by a letter from the employer (including present employer) on official or business note paper stating:
 - (a) Date of commencement and/or termination.
 - (b) Nature and scope of duties.
 - (c) Whether employment was full time or part time.
4. If granted exemption from any sections, stages or part of any examination this should be stated.
5. A commissioner for oaths should certify all photostat copies of certificates and documents confirming they are true copies of the originals.
6. Holders of foreign qualifications will only be considered upon provision of a membership certificate from their respective institutes.
7. Applicants with local qualifications will be required to include a copy of the final certificate from duly certified by a commissioner for oaths.
8. The prescribed fee payable is as contained in the Second Schedule of the Regulations.
9. Two passport size photographs certified by a commissioner for oaths must be submitted together with the application.
10. If a Kenyan, a copy of both sides of identity card or if a non-Kenyan, a current work permit together with copies of the appropriate pages of the passport are required.
11. Applicants are required to note that applications for registration will be received at the Institute's offices subject to compliance with all the requirements outlined in these notes.

Form RC2(r.11(3))



*The Kenya Institute of
Supplies Management
This is to certify that*

is registered as a
Supplies Practitioner

Given under the common seal of the
Kenya Institute of Supplies Management

on this..... day of

ChairmanSecretary.....

Registration No.

“THIS CERTIFICATE IS VALID ONLY WHEN ACCOMPANIED BY A KISM
MEMBERSHIP IDENTIFICATION CARD FOR THE CURRENT YEAR”

(include conditions at the back of the license)

KENYA INSTITUTE OF SUPPLIES MANAGEMENT

Form RC3

(r.22(2))

THE SUPPLIES PRACTITIONERS MANAGEMENT OF KENYA ACT, 2007

APPLICATION FOR A PRACTICING LICENCE

The Registrar

Registration Committee

P.O. Box.....

Nairobi.

1. Surname

(BLOCK CAPITALS)

2. Other Names

(BLOCK CAPITALS)

3. Postal Address

Email address:

4. Registration Number

5. Name of firm/practice
6. Address(es) at which firm/ practice is located or to be located:
 Physical (Street, Plot, Building) Physical (Street, Plot, Building)—

 P.O. Box P.O. Box
- Tel. No.(s) Tel. No.(s)
7. Period of practical experience with practising firms in Kenya (*see* Note 2)
8. Date of commencement of the firm/ practice in No. 7 above
9. Names and addresses of Applicant’s partners and their qualifications
(attach details including Registration Number in each case)

10. a) Are you ordinarily resident in Kenya? Yes/No.
 If yes, state from what date
11. State the names of licenced partners who are not ordinarily resident in Kenya

- b) If a foreigner state the purpose of the application for registration (the project or work being undertaken).

- c) The estimated period of the project
- (attach documentary evidence)*
12. Referees. (Persons named must not be relatives.) State the names and addresses of two referees who are able to vouch for your professional ability and general character:
 (i)
 (ii)
13. I, the above named, hereby apply for the issue of a Practising License under the provisions of section 16 of the Act
14. I enclose a Bankers cheque/bank deposit slip/cash for Kshs
 in payment of the prescribed fee (*sec* Note 3) which I understand is not refundable.
15. I solemnly declare that the foregoing statements are true to the best of my knowledge. I acknowledge that any statement contained anywhere in this application which is known by me to be false shall invalidate this application and any decision reached thereon by the

Institute.

FOR OFFICIAL USE ONLY

Application No..... Date received

Date acknowledged..... Receipt No..... Date

Approved/Rejected Mm. NoDeferred Mm. No

Notification sentGazette Notice No

Certificate dispatched Certificate acknowledged

ChairmanMember Registrar

DateDateDate

NOTES FOR APPLICATION FOR A PRACTISING LICENSE

1. Two copies of a recent passport size photograph of the applicant certified by a Commissioner for Oaths must be submitted together with this application.
2. Full details of your professional experience in Kenya must be confirmed by official letters from employer(s) stating:
 - (a) Date of commencement and/or termination.
 - (b) Whether full-time or part-time.
 - (c) Detailed nature and scope of duties.
3. Personal cheques shall not be accepted.
4. A copy of the Registration Certificate issued by the Institute must be enclosed with the application.
5. A person applying for a Practising License must be a member of the Institute in good standing.
6. A copy of both sides of the national identity card in the case of a Kenyan citizen or a valid work permit for a non-Kenyan must be enclosed with the application.
7. Applicants are required to note that applications for a Practising License will be received at the Institute's offices subject to compliance with all the requirements outlined in these notes.

KENYA INSTITUTE OF SUPPLIES MANAGEMENT

Form RC 4 (r.23(1))

APPLICATION FOR A PRACTICING LICENSE FOR A BODY CORPORATE

(1) Name of body corporate:..... (To be considered)

(2) Date of incorporation

(3) Certificate/ Incorporation No..... (attach certified copy)

(4) Details of directors who must be at all times individually licensed as supplies practitioners

(Name & Address)	Reg No	License No

(5) Names of shareholders, owners or members as defined in the memorandum of association or statute under which the Applicant is constituted

(Name & Address)	Reg No	License No	Interest held & percentage

We the undersigned, being the directors/shareholders/members of the above named body corporate do hereby confirm that we shall notify the Institute of any change the directorship of the company.

We further confirm that we shall be responsible for every act or omission of the directors, shareholders, owners, members or other officers as each of them are personally liable under the Act.

We understand that nothing done by a body corporate in the exercise of its professional functions as a licensed supplies practitioner shall be deemed to remove liability from it or from any of its directors, shareholders, owners, members or other officers for any acts or omissions or negligence, the consequence of which may result in any loss, suffering or damage to a client or third party dealing with it in a professional capacity.

To the best of our knowledge, we hereby confirm that the above information as contained in this application is correct.

SIGNED

Board ChairmanDate.....

Secretary/ Chief Executive Officer/ Managing Director

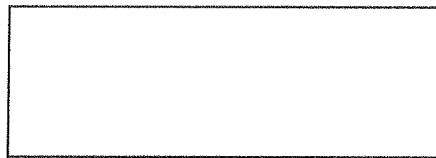
..... Date.....

Date..... Seal of the Co.....

NOTES

- 1. A body corporate that wishes to be licensed as a supplies practitioner shall:
 - (b) Together with the application for licensing to forward certified copies of its memoranda and articles of association or other statutes of incorporation to the Institute;
 - (c) Forward together with the application certified copies of their respective valid Registration Certificates and Practising Licences;

Form RC5 (r.26(2))



*The Kenya Institute of
Supplies Management*

Practicing License

This is to certify that

is a

Licensed Supplies Practitioner with effect from

.....to

Given under the common seal of the
Kenya Institute of Supplies Management

on this..... day of

ChairmanSecretary.....

License No.

(Include conditions at the back of the licence)

Form RC6 (r.26(2))



*The Kenya Institute of
Supplies Management*
License for a Body Corporate
This is to certify that

is

Licensed to Practise as a Supplies Practitioner with effect from
.....to

Given under the common seal of the Institute
on this..... day of

ChairmanSecretary.....

Licence No.

(include conditions at the back of the licence)

Dated the 5th November, 2015.

HENRY K. ROTICH,
Cabinet Secretary for the National Treasury.

Certified true copy of the original
[Signature] 2/3/16
for Government Printer