

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

COUNTY	CONSTITUENCY	DISTRICT

## 1. Information for replacement

Date of the last replacement if any.....

Registration No.....

## 2. Basic information of the group

Name of Group/Project .....

Type of Group/Project .....

Registration No.....

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

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

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

## 3. Membership of the group/project

## 1) Membership at registration

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

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

## 2) Current membership

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

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

## 4. Names of current office bearers:

Data of election of the current office bearers.....

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. Bank information

Name of bank..... Branch.....  
Account Name ..... Account Number.....

6. Activities being undertaken currently:-

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

7. Replacement Applicants Signature

Position: Chairperson Secretary Treasurer

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

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

**FOR OFFICIAL USE**

1. Recommended by

Location/Sub-location Chief / Assist. Chief

Chairperson / Secretary for Location / Division Social Development Committee

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

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

2. Issued number

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

Date of registration.....

3. Approved and replaced by  
Secretary for DGSDC

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

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

**GUIDELINES FOR REPLACEMENT OF A SHG CERTIFICATE**

Certificates should be replaced if lost or stolen, and the following documents must be submitted;

1. A letter to the District Gender and Social Development Officer reporting the reasons for certificate of replacement , and certified by either the Chief or the Location / Division Gender and Social Development Committee.
2. Minutes declaring the loss/reasons for replacement which should be endorsed by at least 1/3 of the members.
3. A police abstract.
4. Replacement fee of Ksh. **1,000/=**

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