

SHG**RENEW****MINISTRY OF GENDER, CHILDREN AND SOCIAL DEVELOPMENT****DEPARTMENT OF GENDER & SOCIAL DEVELOPEMENT****APPLICATION FORM FOR RENEWAL OF 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. 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.....

3. 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				

4. Bank information

Name of bank..... Branch.....

Account Name Account Number.....

5. Activities being undertaken currently:-

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

6. Renewal Applicants Signature

Position: Chairperson Secretary Treasurer

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

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

FOR OFFICIAL USE

1. Recommended by

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 registered by

Secretary for DGSDC

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

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

GUIDELINES FOR RENEWAL OF A SHG CERTIFICATE

1. Certificate must be renewed on yearly basis from the date of registration by stamping at the back.
2. Minutes of the meeting requesting for renewal.
3. Progress report of the group.
4. List of the members with their Names, ID numbers and signatures.
5. Pay approved fee of Ksh. **200/=**

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