

SHERIA HOUSING CO-OPERATIVE SOCIETY LIMITED



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MEMBERSHIP APPLICATION FORM

***Please Complete Your Details in Capital Letters**

***Attach a copy of your National I.D. or Passport**

1. DETAILS OF THE APPLICANT (*Tick Where Appropriate*)

Mr./Mrs./Miss (As per I.D.) _____

Date of Birth _____ Marital Status: Single ☐ Married ☐

I.D. No. /Passport No. _____ Nationality _____ Gender ____ F ☐ M ☐

Postal Address _____ Postal Code _____ Town _____

Residential Address _____

Mobile Phone Number _____ Email Address _____

2. EMPLOYMENT DETAILS (*Tick Where Appropriate*)

A) Employed ☐ B) Self Employed ☐ C) Corporate Membership ☐

A) Employed

Employment No: _____

Name of Employer _____ Telephone No: _____

Occupation/Designation _____

Work Station _____ County _____

B) Self Employed:

Nature of Business _____

(attach copy of reg cert)

Postal Address _____ Postal Code _____ Town _____

Physical Location _____

C) Corporate Membership *(attach copy of registration certificate)*

Company / Group's Name:

Date of registrationCertificate No.

Name of Director / Officials

(i) _____ ID No _____ (Signature _____)

(ii) _____ ID No _____ Signature _____

(iii) _____ ID No _____ Signature _____

(Attach minutes authorizing Company / Group to join)

D) CONTRIBUTION DETAILS

I/We wish to make a monthly contribution of Kshs _____ In words _____

(Minimum contribution is Ksh 1,000 per month)

Effective date (dd/mm/yy) _____

Proposed mode of remittances Check Off ☐ Standing Order ☐ Cash Deposits ☐

Are you a member of Sheria Sacco Ltd _____ M/No _____

Have you ever been a member of a Cooperative _____ *If yes*

Name of Co-operative _____

(Read terms and conditions)

E) DECLARATION

I confirm that the information given above is true to the best of my knowledge. By signing on this form, I request you to open an account in my name/our provided. I agree to abide by the by-laws of this society, and that this account shall be operated solely at the discretion of the society and hereby indemnify the society against any cost incurred or claims arising thereof.

Applicant's Signature

1. _____
2. _____
3. _____

Date_____

Date_____

Date_____

Name of Witness _____

Signature of Witness_____ I.D (passport) No. of Witness_____

F) FOR OFFICIAL USE

Date of Admission..... Membership No.....

Approved by Board Minute No.....

Chairman.....SecretaryTreasurer

Action for recovery by (Name)..... Designation

Date (effected)Signature.....

Membership Acknowledged by (Name).....
.....Date.....

TERMS AND CONDITIONS

Membership Eligibility

Any natural, legal or a group of person(s) eligible for membership of the society may apply to be members by completing an “application for membership” form, and may be admitted if they meet the following requirements:

- a) Is within the field of membership provided for in the by-laws.
- b) Is not less than eighteen years of age, if a natural person.
- c) Is not directly, a money lender or carrying out such activities detrimental to the objectives of the society.
- d) Is of good character.
- e) Has regular income from employment, business or trade.
- f) Has paid entrance fee and minimum shares as prescribed in the by-laws..
- g) Has completed member's nominee card, appointing a nominee(s).
- h) Has understood the objectives of the Society, his obligations as a member and other membership requirements as stated in the Society By-laws.

Members' Rights

The following are the rights enjoyed by a member of Sheria housing co-operative society.

- a) Receiving, periodically and regularly, or upon request, and at least once a year, a statement of account.
- b) Attending and participating in elections. Each member shall have one vote irrespective of his/her total shareholding.
- c) Attend and participate at a General Meeting.
- d) Electing or being elected as an official of the Society, unless otherwise prohibited by any other law or the By-laws.
- e) Using the Society's services according to the policies and procedures approved by the Board of Directors.
- f) Submitting proposals or initiative to the Board of Directors, for the improvement of the Society's services.
- g) Participating in the sharing of the Society's surplus / loss.
- h) Accessing all legitimate information relating to the Society.

Members' Obligations

As a member you are obliged to:

- a) On admission, pay entrance fee of Kshs. 5000 being Membership Fee non-refundable.
- b) Pay Kshs. 20000 being shares, which is non-refundable but transferable.
- c) Be faithful and honest in all your dealings with the Society.
- d) Observe the By-laws whenever transacting any business with the Society.
- e) Observe the code of conduct and ethics of the Society.
- f) Protect the image of the Society and avoid unnecessary publicity, incitement or careless talk that can injure the reputation of the Society.
- g) Inform the Society in writing of ANY change of physical address and contact details.
- h) Attend meetings and education forums.
- i) Market the Society.
- j) Participate in the Society's projects.
- k) Comply with these By-laws, the Co-operative Act, the Sacco Act, Rules, Regulations and resolutions of General Meetings.